## **SELF STUDY REPORT**

## **FOR**

## **ACCREDITATION-CYCLE II**

#### **SUBMITTED**

TO

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL BANGALORE - 560 072



#### ANANDARAM DHEKIAL PHOOKAN COLLEGE

P.O. - HAIBORGAON

**DIST: NAGAON** 

PIN-782002

**ASSAM** 

**WEBSITE**: www.adpcollege.in

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### ANANDARAM DHEKIAL PHOOKAN COLLEGE



## **P.O.:** Haibargaon – 782002

#### Nagaon, Assam

Email: principaladp@gmail.com Mobile: 9435068923 Ph: (03672) 222235, www.adpcollege.in

Ref. No. -Date - 09/12/2014

From: Dr. S. U. Ahmed

Principal

ADP College, Nagaon, Assam

The Director To,

National Assessment and Accreditation Council

P.O. Box No. 1075, Nagarbhavi

Bangalore: 560072

**Sub**: Uploading of Self Study Report 2014 for Accreditation-Cycle-II on College website.

Respected Sir,

I have the honour to inform you that the Self- Study Report 2014 for Accreditation-Cycle-II of ADP College, Nagaon is uploaded in the college website (www.adpcollege.in) today on 09-12-2014.

This is for your kind information and perusal.

With regards,

(Dr. S.U. Ahmed) Principal, ADP College, Nagaon

### ANANDARAM DHEKIAL PHOOKAN COLLEGE



### P.O.: Haibargaon – 782002 Nagaon, Assam

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Place: Nagaon Date: 09-12-2014

#### **Declaration**

I certify that that the data included in this Self-Study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the college after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in this SSR during the peer team visit.

(Dr. S.U. Ahmed) Principal, ADP College, Nagaon

#### **Preface**

Anandaram Dhekial Phookan College, abbreviated to A.D.P. College hereinafter, was established on 7<sup>th</sup> September 1959 in the hallowed memory of Anandaram Dhekial Phookan (1829-1859), an illustrious son of Assam, who had visualized Assam as a prosperous and glorious land. In his brief span of life he contributed a lot towards the restoration of Assamese language in official use. The college staff has made effort to make the college a worthy institution for building the future generation, the great dream seen by that visionary soul after whom the College is christened.

A.D.P. College started initially as a night college in Arts Stream, later opted for the day shift. It tried to quench the thirst for higher education of the underprivileged section of students especially the earner-learners. Started with the avowed aim of building a modern and enlightened Assam, the college tried to inculcate the sense of human values and responsibility towards fellow beings and the nation in students. The college opened its Science Stream in 1978 to disseminate Science education in the state. It still maintains its attraction for the marginalized and deprived sections of the society not only in Nagaon district but also in the adjacent districts like Morigaon and Karbi Anglong, predominantly inhabited by tribal people.

To build up the College as a Centre of Excellence in higher education the institution has taken up tasks:

- (i) To disseminate education in humanities, science and vocational courses in the context of present day world scenario, thereby to meet the needs and aspirations of the people of Assam in general and of Nagaon and its adjacent districts of Morigaon and Karbi Anglong in particular, irrespective of caste, creed, religion and sex.
- (ii) To promote scientific temper and orient young minds for research activities.
- (iii) To build healthy and congenial atmosphere for teaching-learning and cocurricular activities.
- (iv) To encourage innovations in teaching, learning and evaluation to achieve higher scale of perfection.
- (v) To promote social responsibility of higher education through community participation and sustainable development.

The spirit of the goals and objectives of the college is depicted and enunciated in the motto embedded in the college emblem which reads "Vidyayamritamasnute" (Isopanishada), meaning that one can enjoy immortality by means of Education.

The College with a supportive Governing Body, dynamic governance, leadership and management, vigilant Parents and Guardians, caring public, Alumni, a highly qualified and motivated teaching staff and an efficient non teaching staff is marching ahead with the endeavour to build the character and personality of its students, who are being encouraged to play a meaningful and participative role in every sphere.

Glory to A.D.P. College, glory to mother Assam, glory to India.

(Dr. S.U. Ahmed)

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### Introduction

Established in 1959 in response to the call of Asom Sahitya Sabha in its 27<sup>th</sup> annual session held at Nagaon to perpetuate the memory of Anandaram Dhekial Phookan, the man who had rejuvenated Assamese life and language by bringing in modernism, Anandaram Dhekial Phookan College since then has been doing a yeoman's service in the sphere of higher education of the state. Facilitating open access to the wider horizon of higher education for the disadvantaged people of the state in general and of Nagaon and its adjoining districts in particular the college has lived up to the changing circumstances and demand of the people. Rising up to the expectations and aspirations of the people, the college in its fifty-six years of existence has transformed itself from a single stream night college to a Day shift college having multiple programmes.

Affiliated to Gauhati University first in 1963 for Arts stream and then in 1979-80 for Science stream on temporary basis, the college acquired permanent affiliation in 1989-90 and 2010 for Arts and Science streams respectively. Recognized by UGC in 1968 the college has now four programmes, twenty departments and a number of skill development and Value Added courses, both UGC sponsored and self-financing. All set to open M.A. course in Assamese from the next session (2014-2015) in addition to the existing M.Sc. in Herbal Science & Technology the college plans to start M.A in History, M.SC. in Physics, MCA and Integrated B. Ed course as and when necessary permission are received from the affiliating university.

Bagging as many as four state and national level awards by its present faculty members the college had such luminaries like late Md. Abdul Hye, Prof. (Rtd.) Baneswar Saikia, Prof. (Rtd.) R.C. Bora, Dr. N.C. Kalita, Prof. (Rtd.) S.N. Ojah and others have contributed in many ways for the enrichment of the social, political and cultural life of the state. Vision of the founding fathers while establishing the college is carried on over these fifty-six years under the able leadership of successive Principals, both regular and in-charge, like late Sukdev Goswami, late Kandarpa Deb Goswami, late Md. Abdul Hye, Dr. Narayan Ch. Barman, late Narendra Nath Saikia, Prof. Jitendra Nath Bora, Prof. Rabindra Chandra Bora, Prof. Ram Charan Deka, Prof. Sahajananda Ojah, Prof. Nagen Ch. Nath. The present

principal is Dr. S.U. Ahmed under whose stewardship the college has progressed a lot, both academically and physically. Students too have brought laurels from national and international meet, making the college proud of its sports talents and giving it satisfaction of successful tapping of hidden talents. The College is able to discharge its social responsibility and duty towards community development by undertaking various programmes.

Accreditated B level by NAAC in 2004, the college is committed to turn itself into a centre of Excellence by adopting a policy of inclusiveness and accommodating judiciously generous opinions offered by its stakeholders. Keeping in view recommendations of the last Peer Team, the college in its relentless pursuit of excellence has fulfilled most of its suggestions, both in letter and spirit, and now with full assuredness and confidence volunteers itself for the second cycle of re-accreditation, by submitting its Self Study Report-2014, a document that conforms to NAAC's guidelines, and which reflects the achievements of the college over last nine years. The performance appraisal of the institution is given below in summary.

## **Executive Summary**

#### **Criterion I: Curricular Aspects**

Anandaram Dhekial Phookan College has a vision of making it a centre of excellence by imparting quality education. Its mission is to promote scientific temper in the society. It caters to the higher education requirements of the people of Nagaon, Morigaon and Karbi Anglong districts. For that purpose the college has introduced distance education facilities too. The objectives of the college fraternity are to make the students capable of self-reliance and good human beings. A holistic approach is maintained in imparting of education. So value education based centres like Gandhian Studies, Ambedkar Studies, Human Rights and Duties etc also have been set up alongwith career-oriented courses.

Anandaram Dhekial Phookan College is affiliated to Gauhati University. It follows the curriculum designed by the university. The college has selected those subjects which fulfill the needs of the students. Vocational courses have been introduced in recent years in keeping with the present demand. There is flexibility in options of subjects by the students. Several teachers of the college are members of curriculum committees of Gauhati university. Thus the college plays an important role at university level too.

Anandaram Dhekial Phookan College is a co-education institution. Girl students are specially helped. Gender sensitization against sexual harassment is also made in the college. The college encourages faculty members to participate in faculty development programmes like orientation programmes, refresher courses etc. Feedbacks are taken from students about the performance of teachers. Thus there is a constant endeavour to improve the quality of teaching.

#### **Criterion II: Teaching-Learning and Evaluation**

The college has a transparent admission process. Due publicity is given through different mediums. The prospectus contains all relevant information required by the candidates. Admission is allowed on the basis of merit. Scheduled quota as determined by the government of Assam for SC, ST, OBC etc are honoured in admission. Sports persons are encouraged at every step in the college. Differently able students are offered special

consideration. A special cell looks after their needs. Girl students are also given necessary guidance. Gender sensitization is made in the college in order to ensure that female students do not face any inconvenience. Ragging is totally prohibited.

Different measures are taken to remove the knowledge gap of the enrolled students. Remedial courses are offered to the needy students. Faculty members go out of the way to help such students. Books are issued to them from book bank. At the same time advanced learners are taken care of by offering special personalized care. The college holds examinations in schedule. Seminars are held, assignments are given. There is a central library with big stock of textbooks, reference books etc. All these help the students.

The college maintains academic calendar, which categorically mentions teaching and working days. Respective departments allot work load among teachers. The syllabus content is equitably distributed over the entire session among the teachers and courses are completed. IT tools are used in teaching. Interdisciplinary approach is maintained by the departments. The IQAC functioning in the college monitors all these. It collects feedback from students also. It scrutinizes the achievements of the learning outcomes.

Students are encouraged in creative works. They have the college magazine *Anandalekha* and different department wall-magazines to publish their write ups. *Anandalekha* has won several awards at state level competitions for its high literary quality. A career guidance cell guides the students about choosing their future vocations. Students are taken on field trips too.

Four teachers of the college have received awards at state and national level for their literary contribution. Teachers attend faculty development programmes regularly. It is because of their effort that the college registered more than 91 % success rate in Science stream and more than 81 % in Arts stream.

#### **Criterion III: Research, Consultancy and Extension**

Since the last accreditation college has advanced a lot in research activity. More than ten faculty members have obtained Ph. D degree since then and till now 386 publications have been made by the faculty. 22 faculty members are now pursuing Ph. D programme under various universities. The institution sends faculty members on FDP leave without any hitch.

Fifteen Major and Minor research projects have been either completed or are ongoing during last four years. A Research Committee has been constituted which encourages others

to pursue research work, helps to prepare research proposals and endorses projects. To encourage faculty members the college invites scholars and experts in the field and organizes seminars, workshops etc. where the faculty members can interact with them regarding research matters.

The college as a part of its social extension and outreach programmes has undertaken surveys, research works etc. involving students to ensure social justice. The Women Study and Welfare Cell has undertaken a number of social surveys and extension works during last four years.

#### **Criterion IV: Infrastructure and Learning Resources**

Anandaram Dhekial Phookan College has a built up area of more than 1 lakh square feet to cater to the needs of academics and administration. This includes teen smart rooms, a seminar hall etc. In total there are 38 class rooms. There is a Bio-tech hub for research activity in addition to laboratories of science departments. The college has two botanical gardens and an orchid house. The Zoology department has a museum. There is a planning body which determines expansion needs of the college from time to time.

The college has twelve computers in the computer laboratory. Moreover all the departments are equipped with computers and printers. In total there are sixty computers in the college including six laptops. The softwares are regularly updated. The office also uses computers. All departments are provided with internet connectivity of two mbps leased lines. Wi-Fi facility is also there in college premises.

There is an indoor stadium, a gymnasium hall equipped with multi-gym equipments, a yoga centre are in the college. Drinking water facilities with aqua guards are available in the college. Two hostels are there in the college campus with capacity for ninety boarders.

There is a central library in the college which has about forty-four thousand books and twenty four numbers of magazine and journals. A library committee looks after the procurement of books. The SOUL software has been installed in the library, which is fully documented. There is a reading room of two hundred twenty sq metres area with seating capacity for one hundred persons. More than one hundred fifty students use the library daily.

#### **Criterion V: Student Support and Progression**

The college publishes updated prospectus every year with all relevant information about faculty position, college amenities etc. The faculty members guide the new students at

the time of enrolment to select their subjects etc. Students from SC/ST/OBC and economically weaker sections are given special facilities by the college. They are given special coaching also. Some facilities are offered to all students. These are drinking water facility, medical facility etc. All students are covered by a Rs 60,000 risk coverage insurance scheme at a premium of mere Rs 20. Canteen and photo-copying facilities are there.

Several career oriented courses are being run in the college. These are web-designing, electronic repairing, fashion designing etc. Students are encouraged to participate in extra-curricular activities too. The college bears full expenses for students who represent the college at different state level competitions. The college student union plays a proactive role in this regard. Election to College Student's Union is conducted as per recommendation of the Lyngdo Commission report. Two cultural festivals are celebrated every year in the college.

The career guidance cell in the college guides the students in their career building. The grievance redress cell takes care of grievances of students. The alumni of the college have been playing an active role through their association. The college has NCC and NSS units that help build leadership qualities among students.

#### Criterion VI: Governance, Leadership and Management

There is complete transparency in the governance of the college. Faculty, affiliating university, parents and guardians, non-teaching staff are included in the ground level management of the college. Vital committees of the college like Planning committee, Finance committee, Construction committee, IQAC etc. have representations of teaching and non-teaching staff, GB nominees etc.

Quality policy and plans of the college are designed after consultation with all stakeholders. Academic committee takes the responsibility to enhance the quality of teaching while Principal and the Vice-Principal are there to inspire and encourage them always. There is complete decentralization in the matter of academic administration.

The Management, Principal, Planning Committee, Internal Quality Assurance Cell, Academic Committee and Teachers' Council are in conformity to formulate and implement the quality policy of the college and they plan for its quality sustenance. The policy statements are formulated according to the stated mission of the college. The Principal encourages all the stakeholders and the public to interact with him, to plan and to help in implementing the plans for achieving excellence, both in academic and non-academic matters. There is an alumni association and members of it meet the Principal off and on to

discuss college matters. Public, parents and guardians and Students' Union are also encouraged to offer suggestions about how to improve quality of the college.

Remedial coaching offered to students has helped the students to perform better in examinations while coaching for entry into services has helped them to get jobs. The college has opened many vocational and job oriented course and also courses on ICT that have enhanced students' chance for employability and self employment.

The Principal promotes research culture among the faculty members and encourages the staff to take up several programmes as part of community service. He encourages the teaching staff to avail professional developmental programmes and non-teaching staff to go for training on Accounts and office management. So there is regular participation from the college in different courses conducted by different Academic staff colleges in India.

Major sources of institutional receipts are government transfer of employees' salary, student fee, UGC grant etc. College accounts are kept in proper order and the college governing body appoints internal auditor for audit. The last audit period was till March 2012. The GB was pleased to accept the audit report after objections were met by the Principal. Government audit has been done till the period March 2011. Against UGC grants, audit is done by a registered Chartered Accountant and Utilization certificate is submitted to the UGC. Internal Quality Assurance Cell opened in the college on 16 August 2005 promotes quality education and other activities that help the institution to march on its path of excellence. The cell takes opinion from all stakeholders about how to achieve mission of the institution.

#### **Criterion VII: Innovations and Best Practices**

The institution has a green environment. It has an orchid house, two flower gardens and two botanical gardens. The college is very sensitive to any carbon dioxide emission and conserves electricity by using renewable energy. The college has set up an Equality Opportunity centre, soft-skill laboratory, a cine club etc. which have positive impact on the functioning of the college.

The college has adopted two best practices, expanding access to higher education for marginalized and deprived sections in the society and introduction of Log book and Teacher's Diary. While the former has witnessed increase of students from rural background, increase of girl students and students belonging to ST and Minorities the latter has increased the sense of responsibility and accountability among the teachers.

## Post-Accreditation Action Taken on the recommendations of NAAC Peer Team

The College has fulfilled the tasks advised by the peer group which had visited the college in 2004. The achievements in this regard can be detailed as given hereunder.

- 1. Higher secondary classes could not be taken out as the government of Assam directed the degree colleges to continue it until further orders.
- 2. The college identified the major reasons of drop-out problem. These are first, large number of recruitment of economically weak students and, second, many are girl students. In order to assist economically challenged students, the college launched several job-oriented courses. Moreover, the number of text-books issued to such students is increased. The college started a policy of giving relief to poor and meritorious students in payment of tuition fees. To reduce drop out rate among girl students the college set up two girls' hostels inside college campus accommodating ninety boarders. For all these student support programmes drop out rate has come down considerably.
- 3. Several courses like Bioinformatics, M.Sc in Herbal Science and Technology in innovative/emerging areas were opened in the college as advised by the peer team. PGDCA, BCA, Fashion & Dress Designing, Spoken English etc. were opened as self-financing courses which are running well. Vocational courses like Computer Application, Electronic Instrument Repairing & Maintenance, Mushroom cultivation have been opened. However, Commerce stream could not be introduced considering lack of space and financial involvement.
- 4. All departments have prepared their vision plans. Accordingly, Spoken English as a certificate course was started by English department, Assamese language teaching is imparted to non-Assamese speaking students, M.A course in Assamese will start from the next session. New courses were opened in several departments. The Economics department, History department, Physics department are also planning to start PG course. Major course will be started in Statistics from next session.
- 5. The causes of low success rates were identified. These factors were economically challenged family background, disturbance in academic environment by sociopolitical turmoil in the state etc. The college has started remedial coaching

- classes. Teachers of departments concerned are now taking extra classes to cover syllabus in time and also to help slow learners to cope up with knowledge gap. This has shown result as academic performance of our college has shown better result over last some years.
- 6. The infra-structure of classrooms has improved radically during the last decade. Ten smartrooms are added to the already existing infrastructure. Laboratories have been supplied with required and modern equipments. Built up area of the college has increased considerably that removed the previous scarcity of class room accommodation.
- 7. An orchid house has been constructed in the college premises, which houses many valuable orchids.
- 8. A committee has been set up to promote and guide research activities among the teachers. The committee screens the proposals sought to be sent to UGC and other sponsoring bodies. It promotes research culture among the faculty members. The college has successfully received financial grants for three major projects and twelve minor projects. The research culture has picked up so nicely that as a many as twelve teachers acquired PhD degree during last nine years. At present twenty-one teachers are pursuing Ph.D.
- 9. The library has been thoroughly upgraded by installing state of the art SOUL 2.0 software. It is fully computerized along with internet facility. Number of text books and reference books have been increased many fold. The library is linked to the INFLIBNET through NLIST journals. There is a reading room equipped with seating capacity for 100 persons in the first floor of the library. There is a proposal also to expand space of the library.
- 10. The toilets have been improved in the college. The old toilets have been dismantled. Present toilets are well-ventilated having modern fittings. Several new toilets have been added for both students and faculty members during last nine years.
- 11. Computer culture has been developed in a big way. Every department has been supplied with computer and printer and connected with internet facility. Ten smart rooms have been set up with interactive boards, laptops etc. Thus the faculty members are now fully abreast of sophisticated teaching techniques. Internet use has picked up. The college has its own website. The college keeps itself connected

- with the faculty members through emails, in addition to traditional methods. Students can also use internet service in college campus.
- 12. A parents association has been set up. Whenever there is any need for the college to interact with the guardians on any matter, help of this association is taken. Representation of the parents is also made in the governing body.
- 13. The college has set up a Women Study Centre with grant from the UGC. This centre has been functioning well. It has carried out several field studies and extension service regarding women empowerment.
- 14. The career guidance cell in the college has been guiding the students in choosing their career options. It has succeeded in guiding several students to get jobs in govt. and private sectors.
- 15. Indoor stadium has been built. A well equipped gym has also been constructed.
- 16. Workshops on Entrepreurship drives are carried out periodically, for example, how to make handicrafts from water hyacinth.
- 17. Office staff are imparted training in computer operation either by the computer department of the college or by other external agencies. Office staffs are given training on office management and accounting at workshops, training programmes conducted by the District Administration and by ASC.
- 18. Parents and alumni are associated in decision making and development of the college. There are three representatives to the college Governing Body from among the parents and guardians. Alumni are involved in developmental activities of the college.

### **SWOC Analysis**

The institution has its strengths and weakness; there are also opportunities for it, challenges too. Standing on its strength it hopes to overcome weakness and will seize the opportunities turning challenges to its advantages.

#### **Strength:**

Situated in the middle of Assam, and being well connected with the rest of the state the college attracts students from diverse background. By opening its door generously to the students of the nearby hill district Karbi Anglong it is playing a positive role in assuaging the sense of deprivation from higher education among the hill tribes. The college is affiliated to Gauhati University which updates its curriculum, in keeping with national and international developments. By following this curriculum the college prepares its students to face the employment requirements in the prevailing socio-economic scenario. The college has introduced several job-oriented vocational subjects like BCA, Mushroom cultivation etc., both UGC sponsored and self financing which are showing increasing demands. Bioinformatics and M.Sc programme in Herbal Science and Technology were started last year are in new and emerging field and these would help the beneficiaries in job market and also for their self employment. Moreover, setting up of a Distance Open Learning institute in the college under Gauhati university has offered scope for our drop out students to complete their dream of higher education.

The college has an efficient faculty in different departments and its faculty members are eager to learn the emerging areas in their respective subjects. Research activities have picked up in recent years among the faculty members, and now they have to their credit several publications published in national and international journals. The college faculty members have published 386 publications till now.

The college has availed government grants for 12 research projects including 3 Major Projects during last four years which paints a rosy picture. Four faculty members have received distinguished awards in national and state levels for their contributions to literary field.

The college has three sophisticated laboratories- Physics, Botany and Biotech Hubwhich can help promotion of research activities. Biotech Hub set up recently with the financial grant from the Ministry of Science and Technology has given scope to the nearby colleges and educational institutions to use equipments and apparatus of the laboratory for research purposes and experiments.

Introduction of ten smart class rooms has radically improved teaching-learning practices in the college. The college has made optimum use of its limited space and built up necessary infrastructure to accommodate academic, administrative and student support requirements in addition to providing several utility services. Girls' Hostels remaining inside college campus are secured, whereby they attract students from far flung areas. The college library has good stock of text and reference books and journals. It is fully automated with its resources well documented. The college environment is green, clean, away from din and bustle, creating an atmosphere conducive to teaching-learning activity. It has banned the use of plastics, cell phones and chewing of betel nuts. There is a vermicompost chamber to manage and utilize garbage collected in the college campus. A solar power installation of 50 KW capacity and use of CFL lights, minimum use of AC have solved the problem of electricity and helped conservation of energy.

Students of the college are fully motivated and they have commitment towards the institution and the society. They are performing better in their academic results. They are highly disciplined, active in co-curricular and extra-curricular activities and they bring laurels to the institution. There is no gender related violence. The college maintains full transparency in governance. The authority allows decentralization of power and involves faculty members and the stakeholders in all its activities.

#### Weakness:

Most of the students in this college are socially backward and come from economically challenged sections. So they have to be supported by the college financially and academically, and also psychologically. But the college lacks sufficient fund to raise the number of scholarships or free ships. Taking into account of the financial condition of students it cannot raise the sessional fee. So in most cases it has to work under financial constraint.

Most of the students of the college are from vernacular medium schools and they lack communication skill. English medium teaching in the college puts them and also the teachers initially in a very challenging situation.

Every year seven to eight teaching posts remains vacant that retards the teaching learning process. Moreover, Higher Secondary classes are running in the college without

supporting staff that weighs down heavily on the manpower. The college lacks a full play ground though a mini play ground is there inside college campus for which tapping of hidden sports talent in the college is not immediately materialised. Moreover, lack of space stands in the way of expanding infrastructure facility and it has thwarted our endeavour to open very many programmes.

Due to shortage of regular teachers in proportion to number of classes in the college the institution has not been able to do more society related surveys and extension works. The college has not been able to have any collaboration with any international bodies or to offer consultancy service. Due to financial crunch the college cannot invite such number of experts or scholars in the field concerned to motivate teachers and students for research activity.

Dropout rate in the college is still a matter of concern and it is the duty of the college to reduce it.

#### **Opportunities:**

The college has great opportunity to turn it into a centre of Excellence. Its having highly qualified teachers and receptive students have opportunity to better its academic performance. The college has the opportunity to attract more students to the newly introduced various job oriented courses that can change the economic condition and social status of the beneficiaries.

The college being situated in the middle part of the state may take its locational advantage. This can facilitate in attracting more students to our job oriented courses. Courses like M. Sc. in Herbal Science and Bioinformatics introduced in the college offer a lot of opportunities. Newly opened Biotech Hub can help turn the institution a centre of intense research activity in Life Science and open its research resources for other institutions to take advantage of. There is an opportunity to create a digital library where syllabus oriented audio visual classes can be kept for reference so that in case of absence of assigned teachers students can have access to the lessons.

Several teachers being associated with leading NGOs of the state, the college has the potential of roping in these bodies as collaborators in developing the institution.

#### **Challenges:**

Despite presence of large number of students belonging to diverse social and economicand educational background the college is determined to instill a sense of equality

in every one. It has taken it as a challenge to motivate students most of whom are mediocre to perform well academically and excel in co-curricular activities. The college has taken it as a challenge to prepare its students in such a way as it would help to achieve objectives of the institution.

The college is determined to reduce its dropout rate at least by ten percentage points over next five years. The faculty is ready to put in extra labour by way of giving free coaching in different subjects so that students can perform well in examinations to enable the college to achieve hundred percent result. Increase of class load caused due to vacancy of teaching posts or due to peer group's temporary absence from the college to attend FDPs or due to government's decision to keep higher secondary classes in the college has been taken as a challenge by the faculty members and they take more classes so that students do not suffer.

## Profile of the Affiliated /Constituent College

#### 1. Name and address of the college:

Name: ANANDARAM DHEKIAL PHOOKAN COLLEGE

Address: R.R.B. ROAD, HAIBARGAON

City: Nagaon Pin: 782002 State: Assam

Website: www.adpcollege.in

#### 2. For communication:

- · ·		m 1 1	3 7 1 11	_	
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		code			
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Committee	Pattanayak	03672-	37222		om
Co-		222235			
ordinator		R:			
		03672-			
		220741			

3. Status of the of Institution:

Affiliated College	<b>✓</b>
Constituent College	
Any other (specify)	

- 4. Type of Institution:
  - a. By Gender
    - i. For Men
    - ii. For Women
    - iii. Co-education : ☑
    - b. By shift
      - i. Regular:

iii. Evening

5. Is it a recognized minority institution?

Yes

No

✓

If yes specify the minority status (Religious/linguistic/ any other) and provide documentary evidence.

Does not arise

6. Source of funding:

Government

Grant-in-aid

Self-financing

Any other

✓

- 7. a. Date of establishment of the college: 07-09-1959 (dd/mm/yyyy)
  - b. University to which the college is affiliated /or which governs the college (If it is a constituent college): GAUHATI UNIVERSITY. Year of First Affiliation: 1963.
  - c. Details of UGC recognition:

Under Section	Date, Month & Year	Remarks
	(dd-mm-yyyy)	(If any)
i. 2 (f)	01.01.1968	
ii. 12 (B)	Same as 2 (f)	

(Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act)

#### Annexure I

d. Details of recognition/approval by statutory/regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.) : Does not arise

Under Section / clause	details Institution /	Day, Month and Year (dd-mm-yyyy)	Validity	Remarks
i.				
ii.				
iii.				
iv.				

(Enclose the recognition/approval letter)

8. D	oes the affiliating university Ac	ct provide for conferment	of autonomy (as recognized by
th	e UGC), on its affiliated colleg	es?	
	Yes 🗹	No 🖂	
I	f yes, has the College applied for	or availing the autonomou	us status?
	Yes ✓	No 🗆	
9.	Is the college recognized		
ä	a. by UGC as a College with P	otential for Excellence (C	PE)?
	Yes	No 🗹	
	If yes, date of recognition:	(dd/m	m/yyyy)
1	o. for its performance by any o	ther governmental agency	7?
	Yes	No 🗹	
]	If yes, Name of the agency	and	
	Date of recognition:	(dd/m	m/yyyy)
10. 1	Location of the campus and are	a in sq.mts:	
	Location *	Urban	
	Campus area in sq. mts.	2.8 acres	_
	Built up area in sq. mts.	10,808.4 sq.mrs	-
		1,08,084 sq.ft.	
	(* Urban, Semi-urban, Rural,	Tribal, Hilly Area, Any o	thers specify)
11.	Facilities available on the	e campus (Tick the a	vailable facility and provide
	numbers or other details a	t appropriate places) o	r in case the institute has an
	agreement with other age	ncies in using any of	the listed facilities provide
	information on the facilities	s covered under the agree	eement.
	Auditorium/seminar comp	plex with infrastructural	facilities
	: Yes (Fitted with digital of	equipments)	
	<ul> <li>Sports facilities</li> </ul>		
	* Play ground:	Yes (Mini Play ground	1)
	* swimming pool:	No	
	• Gymnasium:	Available	
	• Hostel		

	* Boys' hostel: <b>No</b>
	i. Number of hostels
	ii. Number of inmates
	iii. Facilities (mention available facilities)
	* Girls' hostel
	i. Number of hostels 2 (Two)
	ii. Number of inmates 90 (Ninety)
	iii. Facilities (mention available facilities):
	Waiting Room for Parents & Guardians, Recreation Centre
	* Working women's hostel: <b>Nil</b>
	i. Number of inmates
	ii. Facilities (mention available facilities)
	• Residential facilities for teaching and non-teaching staff (give numbers available
	cadre wise) <b>Nil.</b>
	• Cafeteria – One Canteen in College campus.
	• Health centre – Not Available.
	First aid : <b>Available</b>
	Inpatient, Outpatient, Emergency care facility, Ambulance: Not Available
	Health centre staff – : Nil.
	Qualified doctor Full time Part-time
	Qualified Nurse Full time Part-time
	• Facilities like banking, post office, book shops: SBI <b>ATM booth (to become</b>
	operational soon)
	• Transport facilities to cater to the needs of students and staff: Nil.
	• Animal house: Nil.
	• Biological waste disposal: Not Available
	• Generator or other facility for management/regulation of electricity and voltage:
	There are three generators, and Solar power of 50 KW available.
	<ul> <li>Solid waste management facility: Not Available</li> </ul>
12.	Waste water management: Not Available
13.	Water harvesting: Not Available

#### 14. Details of programmes offered by the college (Give data for current academic year)

S1.	Programme	Name of the	Duration	Entry	Medium	Sanction	No. of
	Level	Programme/	Duration	Qualification	of	ed/appro	students
		Course			instruction	ved Student	admitted
						strength	
		B.A,	3 years	Higher	Assamese	450	466
1	Under-	B. Sc.,		Secondary in	& English	200	222
	Graduate	BCA		respective discipline		20	11
_	Post-	M.Sc (Herbal	2 years	B.Sc in	English	20	09
2	Graduate	Science)		Botany/Zoology /Chemistry			
	Integrated	-	-	-	-	-	-
3	Programmes P G						
4	M.Phil.	-	-	-	-	-	-
5	Ph. D.	-	-	-	-	-	-
		i)Web	6months	HS	English	30	22
		Designing	C 11	HGI C	F 1: 1	20	10
		ii)Spoken English	6months	HSLC	English	20	18
		iii)Bioinform	6months	B.Sc. Zoology	English	15	14
		atics		Major			
		iv) Fashion			Assamese/		02
	Certificate	Designing			English		
	courses	v) Electronic	1year	HSLC	English	15	15
6		Instrument					
		Repairing &Maintenanc					
		e					
		vi)	3	HSLC	Assamese	10	10
		Mushroom	months				
		Cultivation vii) Human	3months	Major Students	English	60	60
		Rights		in all Social			
				Science Depts.			
		Fashion &	1 year	Higher	Assamese/	20	11
7	UG Dinlama	Dress		Secondary	English		
	Diploma	Designing Technology					
	1	1 centrology		1			

8	PG	Computer	1 year	B.A/B.Sc/B.Co	English	30	48
0	Diploma	Application		m			
	Any Other						
	(specify						
9	and						
	provide						
	details)						

15. Does the college offer self-financed Programmes?

Yes ☑ No □

If yes, how many?

Three:- PGDCA, BCA, Diploma in Fashion and Dress Technology and Certificate courses in Electronic Instrument Repairing & Maintenance, Spoken English and Mushroom Cultivation.

16. New programmes introduced in the college during the last five years if any?

Yes	<b>√</b>	No	Number	1

17. List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Particulars	UG	PG	Research
Science	7 (seven)	1 (one)	
Arts	11 (eleven)	Nil.	
Commerce			
Any Other not covered above	Computer Science &		
	Application		

18. Number of Programmes offered under (Programme means a degree course like BA, BSc, MA, M.Com...)

a. annual system: Nil

b. semester system: Four

c. trimester system: Nil

19.	Number	of Programmes with
	a.	Choice Based Credit System: Nil
	b	Inter/Multidisciplinary Approach: Nil
	c.	Any other ( specify and provide details): Nil
20.	Does the	e college offer UG and/or PG programmes in Teacher Education?
	Yes _	] No ☑
If y	es,	
	a.	Year of Introduction of the programme(s)(dd/mm/yyyy)
		and number of batches that completed the programme
	b.	NCTE recognition details (if applicable)
		Notification No.:
		Date: (dd/mm/yyyy)
		Validity:
	c.	Is the institution opting for assessment and accreditation of Teacher Education
		Programme separately?
		Yes No
21.	Does the	e college offer UG or PG programme in Physical Education?
	Yes	No ☑
	If yes,	
	a.	Year of Introduction of the programme(s)(dd/mm/yyyy)
		and number of batches that completed the programme
	b.	NCTE recognition details (if applicable)
		Notification No.:
		Date: (dd/mm/yyyy)
		Validity:
	c.	Is the institution opting for assessment and accreditation of Physical Education
		Programme separately?
		Yes No

#### 22. Number of teaching and non-teaching positions in the Institution

Positions	Teach	ning fa	culty				Non-		Techr	nical
	Profess	sor	Associ	ate	Assis	tant	teachi	ng	staff	
			Profess	sor	Profe	ssor	staff			
	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F
Sanctioned by the UGC / University / State Government Recruited	Nil	Nil	14	11	23	15	23	1	Nil	Nil
Yet to recruit					08		05			
Sanctioned by the Management/society or other authorized bodies Recruited					01	03				Nil
Yet to recruit					02					

<sup>\*</sup>M-Male \*F-Female

#### 23. Qualifications of the teaching staff:

Highest	Professor		Associ	ate	Assista	nt	Total
qualificati			Profess	sor	Profess	or	
on	Male	Female	Male	Female	Male	Female	
Permanent	teachers						
D.Sc./D.	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Litt.							
Ph.D.	N.A	N.A	04	01	12	04	21
M.Phil.	N.A	N.A	01	02	09	03	15
PG	N.A	N.A	09	08	03	08	28
Temporary teachers							
Ph.D.	N.A	N.A	N.A	N.A	01	NA	01
M.Phil.	N.A	N.A	N.A	N.A	Nil	Nil	Nil
PG	N.A	N.A	N.A	N.A	00	02	02
Part-time to	Part-time teachers						
Ph.D.	N.A	N.A	N.A	N.A	N.A	N.A	Nil
M.Phil.	N.A	N.A	N.A	N.A	1	2	3
PG	N.A	N.A	N.A	N.A	6	12	18

24. Number of Visiting Faculty /Guest Faculty engaged with the College.

01

25. Furnish the number of the students admitted to the college during the last four academic years.

Categories		Year 1 (2010-2011)		Year 2 (2011-2012)		Year 3 (2012-2013)		Year 4 (2013-2014)	
	Male	Femal	Male	Femal	Male	Femal	Male	Femal	
		e		e		e		e	
SC	89	29	105	60	88	49	102	79	
ST	88	34	120	47	154	69	110	65	
OBC	160	64	204	104	121	107	270	133	
General	421	95	401	189	424	227	438	283	
Others	-	-	-	-	-	-	-	-	
Total	758	222	830	400	787	452	920	560	
Grand Total(Year	9	980	1	230	1	239	1	480	
wise)									

<sup>\*</sup> Higher Secondary students' strength which is at least 250 in every session on an average has not been shown in the above list.

26. Details on students enrollment in the college during the current academic year:

Type of students	UG	PG	M. Phil.	Ph.D.	Total
Students from the same state where	1471	09	Does not	Does not	
the college is located			arise	arise	
Students from other states of India	nil				
NRI students	nil				
Foreign students	nil				
Total					

27. Dropout rate in	n UG and PG (avera	ge of the last two	batches)

UG PG

Batch No. 1—2010-2013- B.A. 19.62, B.Sc. 18.48

Batch No.2—2011-2014- B.A. 19.16, B.Sc. 18.22

Average of the last two batches: B.A.: 19.4 B.Sc.: 18.35 BCA: Nil

#### 28. Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total number of
students enrolled )
(a) including the salary component
(b) excluding the salary component Rs.10.927
29. Does the college offer any programme/s in distance education mode (DEP)?
Yes No
If yes,
a) is it a registered centre for offering distance education programmes of another
University
Yes No \[
c) Name of the University which has granted such registration.
Gauhati University
d) Number of programmes offered 3
e) Programmes carry the recognition of the Distance Education Council.
Yes \[ \sqrt{\sqrt} \] No \[ \]
30. Provide Teacher-student ratio for each of the programme/course offered
For B.A. = $1:31$
B.Sc. $= 1:23$
BCA = 1:06
M.SC. = 1:4.50
31. Is the college applying for
Accreditation: Cycle 1 ☐ Cycle 2 ☑ Cycle 3 ☐ Cycle 4 ☐
Re-Assessment:
(Cycle 1 refers to first accreditation and Cycle 2, Cycle 3 and Cycle 4 refer to re-
accreditation)
32. Date of accreditation* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)

33. Number of working days during the last academic year.

285

Number of teaching days during the last academic year

(Teaching days means days on which lectures were engaged excluding the examination days)

181

34. Date of establishment of Internal Quality Assurance Cell (IQAC)

IQAC: 16/08/2005 (dd/mm/yyyy)

35. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC.

AQAR (2005-2006) Dated: (09/08/2006)

AQAR (2006-2007) Dated: (13/03/2008)

AQAR (2007-2008) Dated: (29/06/2010)

AQAR (2008-2009) Dated: (29/06/2010)

AQAR (2009-2010) Dated: (07/03/2011)

AQAR (2010-2011) Dated: (05/07/2014)

AQAR (2011-2012) Dated: (05/07/2014)

AQAR (2012-2013) Dated: (05/07/2014)

AQAR (2013-2014) Dated: (14/12/2014)

36. Any other relevant data (not covered above) the college would like to include. (Do not include explanatory/descriptive information):

Gauhati University to different programmes: Annexure IV

## **Criteria-Wise Inputs**

#### **CRITERION I: CURRICULAR ASPECTS**

- 1.1 Curriculum Planning and Implementation
- 1.1.1 State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.

#### Vision:

To make it a center of excellence by imparting quality education in both academic and co-curricular, thereby helping the students to build their character and preparing them how to face challenges in life.

#### **Mission:**

- (i) To disseminate education in humanities, science and vocational courses in the context of present day world scenario, thereby to meet the needs and aspirations of the people of Assam in general and of Nagaon and its adjacent districts of Morigaon and Karbi Anglong in particular, irrespective of caste, creed, religion and sex.
- (ii) To promote scientific temper and orient young minds for teaching and research activities.
- (iii) To build healthy and congenial atmosphere for teaching and learning activities.
- (iv) To encourage innovations in planning, teaching and evaluation to achieve higher level of perfection.
- (v) To promote social responsibility of higher education through community participation and sustainable development.

#### **Objectives:**

- \* To enlighten the students through higher education in keeping with out motto "Vidyayamritamasnute" (Isa Upanishada-II) meaning "Immortality is attained through knowledge".
- \* To build the character of the students and to prepare them to be good citizens.
- \* To promote the spirit of sacrifice, secularism, unity and integrity. To help students imbibe the Moral and Ethical values.
- \* To inculcate self-reliance, fraternity feeling and helping attitude among the students.
- \* To cater to the needs of higher education by offering various courses through conventional and distance modes.

- \* To help the students to be self-employed by offering them vocational and career oriented courses, and also in new and emerging areas.
- \* To offer scopes to the students to excel in games and sports and cultural activities.
- \* To instil the spirit of social responsibility and cultivate leadership qualities.
- \* To pursue sustainable development and eco conservation.
- \* To promote Information and Communication Technology.

The mission and vision statements of the institution are communicated to the students, teachers, staff and other stakeholders through the prospectus of the college published every year, and distributed along with application form for admission. Moreover, mission and vision of the institution are communicated to students and others through students' general meeting, parents/guardians-teachers meets, staff meeting, meeting of the alumni. These are also communicated through College Website, the college biannual bulletin. Above all, the spirit of the same, though remotely, is alluded to in the college emblem which reads "Vidyayamritamasnute" (Isa Upanishadh-II) meaning "Immortality is attained through knowledge".

## 1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).

=> The Institution is affiliated to Gauhati university. It follows the curriculum as designed by the university. The University uses the guidelines of UGC while preparing, developing and restructuring the curricula. The college has an academic calendar in conformity with the university calendar to implement the curriculum. Each department prepares and implements its own action plan for the semester period. Regular review of the action/course plans are held in departmental meetings. Meetings of Academic Committee consisting of all Heads of Departments are held regularly under the chairmanship of the College Principal to take stock of academic progress.

Depending on the need and demand of the students and other stakeholders Internal Quality Assurance Cell and the Academic Committee of the college select subjects within the ambit of university to be included in the curriculum. Then the matter is brought before the Governing Body of the College. If the Governing Body approves, the proposal is sent to the university, and after following necessary

formalities like appointing staff and getting permission from the university after inspection, the subject started. In last few years a number of certificate, diploma courses and degree courses like Fashion Designing, BCA, PGDCA etc. were started. All these subjects were started following the above procedure.

## 1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and/or institution) for effectively translating the curriculum and improving teaching practices?

Anandaram Dhekial Phookan College has developed a strong support mechanism for effective implementation and improvement of teaching practices. Teachers are provided syllabus by the university in time. Text books other than that are available in market are published by the University publication in time and the college is informed about it.

Orientation Programmes, Refresher Courses, Short term courses are conducted by the university for effectively translating the curriculum and improving teaching practices. The university organizes seminars from time to time for improving teaching practices in which faculty members participate.

The Institution releases teachers to attend above courses and also seminars, workshops, conferences etc. organized outside to improve their knowledge and teaching skills. The Institution organizes seminars, workshops, conferences, lecture programme etc. to improve teaching skills and horizon of knowledge of its teachers. Several national level seminars and workshops sponsored by UGC have been organized by the college.

## 1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other statutory agency.

The College has contributed for effective curriculum delivery and transaction of the Curriculum. Some of its faculty members contribute to the making of syllabus. For example, Dr. Nityananda Pattanayak, Mrs. Geeta Devi Bhattacharya, Dr. Sunaram Nath and Md. Habibullah have been included in CCS of their respective departments in the University. The Institution organized a seminar on Semester System in coordination with ACTA. It invited the Dy. Controller of Examinations of Gauhati Univ. Dr. D.J.Chowdhury to talk on Semester system of Examination. Most of the teachers do duties as Supervising Officers and External Examiners in various

University Examinations.

Whenever any new subject is offered in the university curriculum the institution studies pros and cons of its viability in respect of the college. If after discussing it in different forums of the college like Academic Committee, IQAC, Student's Body or even in parents/guardians meet a subject is accepted then the matter is put into proper official process. For example, considering the demand from students for BCA course in the college, Academic Committee after getting suggestion from the IQAC took a resolution to request the GB to consider the proposal and accordingly send it to University. Earlier too the college adopted some vocational subjects immediately after the university included these in college curriculum. The College has also prepared syllabus for its M.Sc. course and some Vocational subjects like Fashion Designing and got these approved by the University.

## 1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalisation of the curriculum?

Anandaram Dhekial Phookan College maintains strong network with university for effective operationalization of the curriculum. It has been performing its duties and responsibilities in conducting examinations and evaluation process on behalf of the university. It has Evaluation zones for different semester examinations. It has also a Distance and Open Learning Centre (IDOL) under Gauhati University. Moreover, it has close contact with various research bodies and universities such as AAU, College of Fishery Science, NEIST etc. The college also has collaborations with various NGOs, literary organizations etc.

# 1.1.6 What are the contributions of the institution and/or its staff members to the development of the curriculum by the University?(number of staff members/departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.

: Some of the senior staff members of the college are members of syllabus preparation committees of their respective departments. In CCS meetings held they offer their suggestions and ideas like what to include in the syllabus and how to improve it. Dr. Nityananda Pattanayak from English Department, Md. Habibullah from Arabic Department, Mrs. Geeta Devi Bhattacharya, Dept. of Philosophy and Dr.

Sunaram Nath from Political Science Department and Dr. Boby Bhuyan from Education department attend CCS meetings.

# 1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university) by it? If 'yes', give details on the process ('Needs Assessment', design, development and planning) and the courses for which the curriculum has been developed.

The college designed curriculum for the following Career Oriented Programmes.

- 1.M.Sc. in Herbal Science and Technology
- 2. Fashion Designing
- 3. Web Designing
- 4. Bioinformatics
- 5. Electronic Instrument Repairing & Maintenance

## 1.1.8 How does institution analyze/ensure that the stated objectives of curriculum are achieved in the course of implementation?

Curriculum or Academic Programme followed in the Institution is in commensurate with the institution's goals and objectives. While implementing the curriculum the Institution always addresses the needs of the society and sees its relevance to the regional, national, global trend and development. The Institution has specific mechanisms for analyzing and ensuring the stated objectives of Curriculum. At the departmental level there are periodic review meetings which ensure implementation of curriculum. Log books/Teachers' diaries are analyzed and measures are recommended on the basis of the same. At Institutional level the Academic Committee reviews the recommendations of the Departmental Review Committee.

## 1.2 Academic Flexibility

## 1.2.1 Specifying the goals and objectives give details of the certificate/diploma/ skill development courses etc., offered by the institution.

Academic Programmes of the Institution are determined depending on the demand, trends and viability of the programmes. Since the goal and objectivity of the institution is to prepare students for self employment without seeking government

jobs the Institution has introduced a number of vocational courses and other courses that give scope for self-employment during last six years.

Certificate/Diploma Courses that are now running in college with financial assistance from UGC.

#### **Certificate Courses:**

## A) Web Designing,

- To improve the skill of the students in this emerging field and help them opt for both private and govt. sector jobs.
- ii) To train students in their expertise in computer application

## B) Bioinformatics

- i) To impart primary knowledge to analyze biological data
- ii) To develop and implementation of tools that enable efficient access to use and management of information
- iii) To increase the understanding of students of biological processes
- iv) To offer scope for jobs in public and private sectors

## C) Human Rights

- i) To make students aware of Human Rights and Duties
- ii) To teach them about the Acts on Human Rights
- iii) To make them informative about how and whom to approach in case of Human Rights violations
- iv) To prepare the students to equip them to find jobs in NGOs.
- 1.2.2 Does the institution offer programmes that facilitate twinning /dual degree? If 'yes', give details.
  - : The Institution has no provision for offering twinning/dual degree.
- 1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability:

The College has flexible educational programmes. Apart from regular programmes, it also offers various programmes such as Career Oriented Courses and Degree/Diploma Courses under Distance Mode of Education like IDOL under Gauhati University. Students can pursue add-on courses to prepare

## them for self-employment.

 Range of Core /Elective options offered by the University and those opted by the college

Programme options are not available to learners except as directed by the University. Students of both Arts and Science can offer subjects like Mathematics, Statistics, Economics, Geography and Computer Application.

Choice Based Credit System and range of subject options:

Not Available

• Courses offered in modular form:

Not Available

• Credit transfer and accumulation facility:

Not Available

 Lateral and vertical mobility within and across programmes and courses:

Not Available

Enrichment courses:

Not Available

1.2.4 Does the institution offer self-financed programmes? If 'yes', list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.:

Yes, the institution offers self-financed programmes. These are:

1. PGDCA (Post-Graduate Diploma in Computer Application):

Admission to the course is done by open advertisement and on merit basis. Curriculum is prepared by the University. Each student has to pay Rs. 6000/- (six thousand) per semester. Qualification of the teacher is as per UGC norms and salary is as per the decision of the Governing Body of the college.

#### 2. **BCA**:

Minimum qualification at entry level is HSSLC with Mathematics in the qualifying examination. Admission is carried out by open advertisement and on merit basis. Fees Rs. 9200/- (Nine thousand two hundred only) per semester. Qualification of the teacher is as per UGC norms and salary is as per the decision of the Governing Body of the college.

## 3. Computer Applications:

Minimum Qualification at entry level is HSSLC. Admission is carried out through open advertisement on merit basis.

## 4. Fashion & Dress Designing Technology: (Diploma Course)

Minimum qualification is Secondary pass. Syllabus is prepared by University. Fees is Rs. 6000/- (Six thousand rupees) per year. Admission is through open advertisement. Qualification of the staff is B.A., DFDT, PGDCA. Salary of the teacher is negotiable.

## 5. Fashion and Dress Designing (Certificate Course):

Admission is through open advertisement. Minimum Qualification is HSLC pass. Fee is RS. 3000/- per course. Curriculum is prepared by the University. Qualification of the teacher is B.A., DFDT, PGDCA. Salary is as per the decision of GB.

## 6. **Spoken English** (Certificate Course)

Existing staff from the faculty are running the course. A token fees of Rs. 200/- is taken from each student opting for the course. Duration is six months. The curriculum is according to the software prepared for the purpose.

## 7. **Mushroom Cultivation:** (Certificate Course)

Existing staff from Botany department. Duration three months. Rs.300/- fees. Self prepared syllabus approved by University.

## 7. Electronic Instrument Repairing and Maintenance :

Instructors are recruited for running this one year course. The course fee is Rs 3500.

## 1.2.5. Does the College provide additional skill oriented programmes, relevant to regional and global employment markets? If 'yes' provide details of such programme and the beneficiaries.

Yes, the College has opened a Bio-informatics centre. It has introduced M. Sc programme in Herbal Science and Technology with financial assistance from UGC. The College is running an Electronic Repairing and Maintenance Centre. It provides certificate courses in Web Designing, Fashion Designing and Spoken English.

Till now 30 students in Bioinformatics, 87 in Electronic Repairing and Maintenance, 22 in Spoken English, 42 in Web Designing, 170 in Mushroom Cultivation and 25 in Dress Designing have taken benefits of these courses.

#### 1.2.6 Does the University provide for the flexibility of combining the conventional

face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice." If 'yes', how does the institution take advantage of such provision for the benefit of students?

No, the University does not provide flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice.

However, the college provides Distance Mode of Education under Gauhati University. It is the Institute for Distance and Open Learning (IDOL). It provides distance learning leading to award of Diploma, Bachelors/Masters Degree etc.

#### 1.3 Curriculum Enrichment

1.3.1 Describe the efforts made by the institution to supplement the University's Curriculum to ensure that the academic programmes and Institution's goals and objectives are integrated?

Institution cannot supplement affiliating University's Curriculum because it is outside the purview of the college to design and develop curriculum other than supplied by the University.

# 1.3.2 What are the efforts made by the institution to modify, enrich and organize the curriculum to explicitly reflect the experiences of the students and cater to needs of the dynamic employment market?

=> The Institution follows the curriculum prescribed by the University. It is not at liberty to modify, enrich and organize curriculum to explicitly reflect the experiences of the students. However, some senior faculty members of the college are included by respective departments of the University in the Syllabus preparation committee. They remain in the committee for three years. The College after getting feedbacks from stakeholders suggests to the university to change or improve the curriculum. Curricula which are prepared by the college are updated from time to time after getting feedbacks from stakeholders and also after interaction with other institutions. These are updated in keeping with dynamic employment market.

## 1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?

=> The college has Woman Study Centre (UGC sponsored) and Woman Study and Welfare Cell. Gender Sensitizing Against Sexual Harassment Committee is functioning in the College. These centre, cell and committee help girl students empower them and thwart any sort of gender discrimination.

There is an Equal Opportunity Centre that also helps SC, ST OBC girl students to feel equal with males.

Environmental Studies as a full paper is now included in the curriculum for UG course. It also includes studies on Climatic change.

In the institution there is an Elective subject in Computer Application at UG level. In Physics, Zoology, Mathematics and Economics Major Subjects either there is one full paper of ICT or there is a portion of it. The Institution has started some self-financing courses like PGDCA, BCA etc. in ICT and these courses help students compete in global market. Certificate Course in Spoken English also help students to find jobs in tourism, BPOs etc.

## 1.3.4 What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?

- moral and ethical values
- employable and life skills
- better career options
- community orientation

For holistic development of students the college organizes Yoga programmes. Ambedkar and Gandhian Study Centers run by the college with UGC assistance have organized a number of seminars, workshops, outreach programmes to impart ethical and moral values as propagated by these great men. For some time the college ran Vivekananda centre and Value-added Education certificate course with UGC assistance. There is an Equal Opportunity Centre in the college that is helping students belonging to weaker section cope with any uncongenial situation.

Certificate Course on Human Rights run by the college helps to find jobs in NGOs.

The above courses have helped students to imbibe such cultures and temperaments that can help the community. Driven by such sentiment students of the college organize community orientation programmes like Blood Donation camps, Legal Aid camps, Awareness Programmes on Women Empowerment, Sensitization Programmes on Human Rights, Disaster management etc. inside the college and also in fringe areas, people participate in these in large number.

The college ran a UGC sponsored certificate course on Human Rights and Duties for three years which ended in 2012. The course benefitted 90 students by inculcating human values in them by developing their sense of responsibility towards society by making them aware of their various rights and by preparing them to adjust to the changing aspects of the society.

## 1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?

=> The Institution has no liberty to enrich the curriculum. It can only suggest university to do that. However, on the basis of feedbacks from stakeholders like pass out students and students now on roll the college has opened new subjects like BCA, PGDCA etc. Recently, in a national seminar held on Chemistry Dr. Mihir Kanti Chowdhury, Hon'ble Vice-Chancellor of Tezpur university suggested to open a course on Herbal Science and Technology and the college with financial assistance from UGC opened it in 2013. Getting feedback from alumni the college has decided to open under graduate course in Herbal Science and Technology. Feedbacks from students help the faculty to consult syllabi of other institutions for enriching the curriculum.

## 1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?

=> The College is a co-education institution. Through enrichment programmes that it has adopted it seeks to address the all-round development of the students. It has an Academic Calendar that specifies the start of session, start of semester, the date of unit tests, semester end examinations etc. The college sends its faculty to Faculty Development Programmes like Orientation Course, Refresher Course, and other training programmes like workshops, seminars, conferences etc. It also sends teachers to attend seminars, workshops, conference etc. organized in other colleges. It also publishes the college magazine to enrich critical faculty and also to promote creative spirit of the students. The institution sends its faculty to attend short-term courses that includes the latest trends in teaching pedagogy, in the use of ICT that helps in updating and upgrading the subject knowledge. The college patronizes a Research Journal brought out by one of its staff members to inculcate and promote research culture among faculty. The faculty is encouraged to publish articles in journals of national and international repute. The College provides library that includes various

services like SOUL software, NLIST e-journal facilities provided by INFLIBNET to the faculty to deliver the curriculum. Student feedback on teachers and curriculum is taken to make the teaching-learning more effective.

The IQAC monitors and evaluates the efficiency and success of these enrichment programs. The Institution makes sure that the programs offered in the curriculum include inculcating a value system among students, making them self-reliant and preparing them to face challenges in life.

## 1.4 Feedback System

## 1.4.1 What are the contributions of the institution in the design and development of the curriculum prepared by the University?

=> The onus of designing and restructuring of curriculum mainly lies on the Affiliating University. The college follows the curricula prepared by the affiliating university.

However, the college makes significant contribution in the curriculum design and development.

The existing courses are restructured and updated by the university to meet emerging national and global trends. Some senior faculty members are invited to attend syllabus preparation committee and be a part of making syllabus for their respective Departments. Our faculty members attend discussions on syllabus making. In-house departmental meetings are held to review the course and programs. Feedback from students and other stakeholders are gathered and intimated to the University for required change in the curriculum.

# 1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If 'yes', how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?

Yes.

#### i) Students:

Feedback forms designed by NAAC are distributed to selected students at the end of sessions. These are collected and observations are analysed to be placed in Academic Committee meetings.

#### ii) Alumni:

At Alumnae Meet old students offer their suggestions on curriculum.

## iii) Parents:

At Parents' Meet or individually parents and guardians offer their views on curriculum. They are intimated about their wards' performance where they offer their suggestions about how to improve curriculum.

#### iv) Academic Peers:

Seminars, workshops and extension lectures organized at college help exchange of ideas and update the faculty about the latest emerging trends in curriculum.

The feedbacks thus obtained are discussed at Academic Committee meetings and the findings are communicated to the college governing body. After discussion in the GB decisions are taken to communicate it to the affiliating university. At Principals' Meet organized by the university the college intimates the decisions to the university administration.

## 1.4.3 How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/programmes?)

=> During the last four years the college introduced following courses at undergraduate level to match the contemporary competitive educational scenario by making students fit for jobs in emerging fields.

## **Spoken English (Year of Opening-2012):**

The rationale behind opening this course is to improve the communication skill of the students in English and to equip them with necessary soft skill required for personality test conducted in different interviews. Since most of our students are from vernacular medium schools they find it difficult to speak in English and are scared to face interviews which are mostly conducted in English. So this course is proving beneficial to the students.

## Web Designing (Year of Opening-2012):

Of late demand for web related programmes has increased offering job opportunities. So this course is opened to offer scope to the students to work both at amateur and professional fields.

## **Bio-Informatics (Year of Opening -2012):**

Bioinformatics is now an emerging field. It offers job scope for the students.

## M.Sc. in Herbal Science and Technology (Year of Opening- 2013):

Nagaon and its adjacent districts being rich in ethno herbs offer rich potential to exploit its herbs and medicinal plants. A course in the subject will train students how to extract medicinal elements from these indigenous plants and use it for the benefit of the people. It will help them in self-employment. Any other relevant information regarding curricular aspects which the college would like to include.

## CRITERION II: TEACHING-LEARNING AND EVALUATION

## 2.1 Student Enrolment and Profile

## 2.1.1 How does the college ensure publicity and transparency in the admission process?

=> The College has a transparent Admission Process. Wide publicity is given to the admission process in the Institution by giving advertisement in local TV Channels, Institutional Website, putting up Banners at prominent places in the town and displaying procedures for admission on college notice board.

Prospectus with Application form are printed every year sufficiently ahead of the beginning of each session, embodying necessary information with regard to college and admission process.

Admission is carried out on merit basis, different for different category of students. Government circular regarding reservation of seats for different categories is strictly maintained. The list of selected candidates is displayed on college notice boards and on institutional website, mentioning names of students and marks obtained by each of them in the last qualifying examination sufficiently ahead of the admission date. Total seats available in each subject in respective classes are mentioned in prospectus.

# 2.1.2 Explain in detail the criteria adopted and process of admission (Ex. (i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other to various programmes of the Institution.

=> Merit/Marks obtained in the last qualifying examination is the sole criterion for each category of students. However, a few seats are reserved every year for candidates who show outstanding performances in games or sports or cultural areas. List of Applicants is displayed on the notice board. Total number of seats available in a class for the session and number of students to be admitted according to the category to which they belong, following Government rules and regulations, is displayed on the notice board/website. The Admission Committee selects candidates on the basis of marks they obtained in the last qualifying examination. The selected candidates are asked to take admission. If some seats remain vacant these are filled

from among the candidates in the waiting list. No entrance test or common admission test is held. The Institution has an Admission Committee comprising faculty members, who select candidates and participate in the Admission process. They too review the admission criteria each year and report to the Principal the need for any future change.

# 2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide a comparison with other colleges of the affiliating university within the city/district.

=> There is no minimum and maximum percentage of marks for admission at entry level. Application forms for admission are sorted out and marks obtained by candidates in their last qualifying examination are taken into consideration. Depending upon the number of seats in the respective class and the subject offered, students are selected on merit basis, after proper verification of their academic record.

There is no cut-off percentage for admission at the entry level. It depends on demand-supply basis. However, for Major subjects cut off marks that vary from year to year are prescribed by respective departments.

For admission in vocational courses, merit, aptitudes along with the ability of students to afford are taken into account.

Sl.	Name of the College	Name of the Course					
No.		B.A.		B.Sc		M.Sc	
		Max.	Min.	Max.	Min.	Max.	Min.
1	ADP College	78%	43%	74.4%	45%	60. 3%	
2	Nowgong Girls College	81%	40%				
3	Nowgong College	86%	58%	86%	61%		
4	Khagarijan College	52%	30%				

# 2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If 'yes' what is the outcome of such an effort and how has it contributed to the improvement of the process?

=> Yes, there is a mechanism to review the admission process and student profile. The Admission Committee consisting of Faculty Members reviews the admission process and student profiles annually. Admission process is fully computerised. Outcome of this process is that complete transparency is maintained in the process of admission, and also the authority gets hints about the demand of each subject.

The Admission Committee makes an analytical study about the economic status, academic and family background of the students who had applied and admitted. For example, depending on the demand as observed over the years, Political Science department opened a certificate course in Human Rights, Education department started Human Rights and Duties course, English department started Spoken English course and Zoology department started Bio-informatics course.

Data collected about the economic status of the students help the authority to increase or reduce sessional fees each year and also to select the students who are given aid from the college.

# 2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion

## SC/ST:

Students from SC/ST are given admission following roster point as formulated by the state government from time to time. However, while following such system, merit is given preference.

## OBC:

Students from OBC are given admission following roster point as formulated by the state government from time to time. While following such system, merit is also taken into account.

#### Women:

There is no gender discrimination in the admission of girl students and their participation in co-curricular activities. Women enjoy equal rights in every sphere.

Woman Study and Welfare cell working in the Institution gives counsel to girl students immediately before their admission.

## Differently able:

The Institution gives out-of-turn admission to differently able candidates.

There is a cell in the college, coordinated by a senior member of the teaching staff who ensures equity before and after access.

## \* Economically Weaker Sections:

Merit is the only criterion for admission of these sections. However, college development fee is exempted for such students, who are economically weak. They are also provided assitance from the poor fund. Books are also given to them from the Book Bank.

## a) Any other Students from disadvantaged community

Nil.

## b) Sports personnel

Sports personnel are encouraged to take admission to the Institution. They are given preference in the matter of admission. Sometimes those who excel in cultural activities are given admission on out of turn basis.

## c) Minority:

There is no reservation of seats for minority students. Their selection is done on merit along with general category students.

#### d) Scholarship:

Institution provides the following scholarship: Government Scholarships to ST/SC/OBC/Minorities/Differently Able students and aids from Student Aid Fund, partial free ships, after result merit scholarship etc. from the management.

# 2.1.6 Provide the following details for various programmes offered by the institution during the last four years and comment on the trends. i.e. reasons for increase / decrease and actions initiated for improvement.

Programmes UG	Number of applications		Number of students admitted			Demand Ratio			
	B.A	B.Sc	BCA	B.A	B.Sc	BCA	B.A	B.Sc	BCA
2010-2011	633	88	05	443	65	04	1.5:1	0.58:1	0.25:1
2011-2012	582	135	04	407	85	01	1.42:1	0.9:1	0.2:1
2012-2013	612	185	05	419	151	03	1.46:1	1.23:1	0.25:1
2013-2014	683	252	07	465	222	07	1.51:1	1.26:1	0.35:1
Herbal Science & Technology 2013-14		11	ı		09	I	0.55:1	l	
Value added 1. 2010-11 2. 2011-12 3 .2012-13	60( H	Iuman		60			1:1		
Certificate 1. 2010-11	11			11			1:1		
2. 2011-12	13			13			1:1		
3. 2012-13	140				118		1.07:1		
4. 2013-14	150			132			1.15:1		
Diploma 1. 2010-11 2. 2011-12 3. 2012-13 4. 2013-14  PG Diploma 1.2010-11 2. 2011-12 3 2012-13 4. 2013-14	05 03 13 11 08 09 08 50			05 01 11 11 11 08 09 08 48			0.25:1 0.15:1 0.65:1 0.55:1 0.4:1 0.4:1 0.4:1 1.67:1		
Any other 1 2 3									

There is an increasing trend in the enrolment because of some of the best practices that the college has followed. It is also due to dedication and sincerity of the faculty and dynamism of the authority. A congenial environment prevails in the college for which old students are encouraged to send their wards to the institution.

## 2.2 Catering to Diverse Needs of Students

## 2.2.1 How does the institution cater to the needs of differently-able students and ensure adherence to government policies in this regard?

=> Differently Able students are given preference in the admission. The institution has separate toilet, ramp and other facilities for them.

There is a cell in the college coordinated by a senior and trained faculty member to look after the needs of such students. Moreover, extension programs and workshops are held in the college where experts in the field give tips to such students about how to cope with life in the institution and elsewhere.

# 2.2.2 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the programme? If 'yes', give details on the process.

=> Yes, the institution assesses the students' needs in terms of knowledge and skills before the commencement of the programme. This is done only for the students offering Major courses. Many of our students are from rural background, hilly districts dominated by tribes and also from riverside areas in Nagaon and adjacent Morigaon districts. During the admission process they are asked to meet faculty members immediately after completion of their admission. Their level of knowledge and book buying capacity are assessed after interacting with them. Then need wise they are given help. Special sessions are held to bridge the knowledge gap of the incoming students from different background. Faculty members give extra time to such students to counsel them.

## 2.2.3 What are the strategies drawn and deployed by the institution to bridge the knowledge gap of the enrolled students to enable them to cope with the programme of their choice? (Bridge/Remedial/Add-on/Enrichment Courses, etc.

=> Sole criterion for admission in different programmes is marks obtained in the last qualifying examination. Before the class of normal session starts some extra classes are taken to bridge the knowledge gap of the enrolled students. In Major courses, a fortnight after the commencement of class, a test is held and weak students are identified. These students are encouraged to get help from faculty members during the class or outside the class. Such weak students are offered extra books from library as well as materials from teachers to help them cope with other students.

## 2.2.4 How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc.?

=> Assam having a liberal society where there is not much discrimination between genders, the question of regular sensitization of its staff on gender issues seldom arises. The institution having co-education no gender discrimination has so far been reported here. Almost 45% of our staff are females. More than 40% students are girl. The college has not at any time encountered any problem on gender issues. No Gender-Discrimination Environment exists in the Institution. There is a Woman Study Centre which is working here with the aim of empowering women. Another cell under the name and style Woman Study and Welfare Cell is working to give voice to the fair sex. Gender Sensitizing against Sexual Harassment Committee is working which educates students about the gender equality and guards against any gender harassment. An Equal Opportunity centre is established that helps inculcate the spirit of self reliance among the girl students of weaker sections.

Both Woman Study and Welfare Cell and Woman Study Centre sensitize women teachers and students about their status, identity and role in the family and society. They do it through seminars, workshops, extension lectures, extension programmes etc. on problems relating to women like witch-hunting, violence against women, malnutrition. These are held regularly in college. Talks are delivered by renowned experts to sensitize how to protect women's rights as human beings, crimes against women, how to fight against Breast Cancer, AIDS etc. A Yoga centre is also working at the behest of the Cell.

#### **Environment Related Issues:**

Woman Study and Welfare Cell and Woman Study Centre make students aware of the need to protect environment. Talks against the use of polythene bags, need to go for organic farming, use of vermi-compose, importance of creating green belt etc. are held regularly. College NSS unit, various NGOs are involved in these activities. Environmental Studies is taught as a compulsory subject at UG level. Students are also taken to field trips for on the spot assessment.

## 2.2.5 How does the institution identify and respond to special educational/learning needs of advanced learners?

=> After admission and start of the session classroom tests are held for Major students. Advanced learners are identified through interactive class teaching and classroom discussions. Also, from interaction with students in and out of class by faculty, advanced learners are identified. They are encouraged to improve and expand the horizon of their knowledge for which teachers give them tips/guidance in their extra time. They are taken to library and shown the books to be read and are taught how to take notes from it etc. They are also recommended to the Librarian to borrow extra books

# 2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc.)?

The Institution holds sessional examinations, seminars and give assignments to lthe students regularly. Again interactions in classes also help identify the weak students who are prone to drop out. Students who secure less mark or cannot cope with others are encouraged to attend remedial coaching classes that are held in college before and after teaching hour. For these students, the teachers of respective departments take extra load of works. The College helps some of these students with money to buy books, notes etc. and the library also supplies extra books from the Book Bank. The authority also exempts them from paying College Development fees and session fees.

## 2.3 Teaching-Learning Process

## 2.3.1 How does the college plan and organise the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)

The institution has an Academic Committee in which all the Heads of Departments are members. This Committee in the beginning of a session prepares the Academic Calendar and determines number of days of teaching, after taking into account number of public holidays and off days. This number is in conformity with the number earmarked by the University. The same is distributed among the members of the faculty. Class routine is prepared centrally. Each department is asked to assign classes to their faculty members before the start of the programme. Departmental routines are submitted to the authority before the beginning of semester classes.

Respective Heads of Departments distribute the course-content amongst the teachers of the department, taking into consideration individual teacher's interest. The individual teacher taking note of the teaching days of the session divides his/her course content that is to be taught in a week so as to complete it in such a manner that a few classes can be spared for class examination, feedback and revision before the final examination. Thus the teaching plan is prepared by individual teachers.

The College holds sessional examinations, seminars and collects assignments from students regularly. Each department in its departmental meetings formulates blueprint of evaluation. Sometimes junior teachers seek advice from senior teachers about how to evaluate subjective questions. Marks allotted for each sessional and end semester examinations are communicated to the students well in advance and also it is mentioned in the college prospectus. Sessional examination marks along with answer scripts are sent to the university for entry into mark sheets.

The college strictly follows the minimum attendance norm for students as prescribed by the university.

## 2.3.2 How does IQAC contribute to improve the teaching –learning process?

IQAC keeps a close watch on the teaching-learning process of the college. It improves the teaching-learning process by

- > Motivating faculty members to attend programmes on new and emerging technology
- > Ensuring access to computers, making internet and computer-aided packages available at the department and college level
- > Collecting Feedbacks on teachers to assure the quality of teaching-learning
- > By making teaching-learning more student-centric
- > Suggesting the authority to invite eminent persons in their respective fields for extended lectures.

# 2.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?

- : Learning is made more student-centric by making it more participatory and interactive. Group activities like Group Discussions, Field Works, Excursions, Project preparation etc. are undertaken that strengthen the knowledge base of the students. It too contributes to skill formation and managerial level.
  - > The Centres organize Debates, Poetry Recitation competitions, Poster making, Quiz competition etc.

All Science subjects and some Arts subject classes have smart classrooms. Uninterrupted power supply is provided during the college hour so that teaching-learning process is not hampered. Student-Teacher ratio in classrooms, except in general classes are manageable; students are encouraged to interact with teachers. They get their doubts cleared. Teachers concerned also encourage other students in the class to clear the doubts of fellow students through group discussion. Such group discussions are encouraged in the class so that students can think collaboratively to find the answer. Teachers in the class as well as outside the class suggest the students about the books to be referred to in the library and also advise them about how to use internet.

## 2.3.4 How does the institution nurture critical thinking, creativity and scientific

temper among the students to transform them into life-long learners and innovators?

Students are encouraged to express their creativity by contributing to wall magazines of various departments, college magazine, college bulletin, to newspapers and other magazines.

The College has an annual magazine published every year under the name and style Anandalekha. The Anandalekha of the session 2011-2012 bagged appreciation certificate from Asom Prakashan Parishad of Assam, a Govt. Body. It also bagged the best Magazine Award from the Gauhati University in its Youth Festival 2012.

The College magazine is a healthy forum for the students to express their creative mind, their critical ability by publishing poems, essays, short stories, cartoons etc. It also provides ample scope for Student Editors to design the magazine, to plan the layout, to learn editing etc. The College has a Wall Magazine under the name "Jowar" that puts up creative and critical works from students twice a year.

Various departments in the college have wall magazine. Creative works as well as review articles by students are put up in the wall magazine. The various wall magazines are:

a) Botany: Seuji

b) Zoology: Prakrati Pran

c) English: Spectrum

d) Geography: Tsunami

e) Sanskrit, Hindi, Bengali : Jyotirmoyee

Computer Application: Techniche

A number of societies like Science Society, College Students' Union, Cine club function in the college that extend beyond syllabus and text books. These clubs and societies, NCC, NSS etc. tap hidden resources of students and encourage them to engage in extra-curricular activities.

In addition to these, the College takes special efforts to instill and nurture sense of creativity among students.

2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? Eg: Virtual laboratories, e-learning - resources from National

# Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.

- => Our teaching methodology is to minimize lecture method. Therefore, we take help of modern technology to impart best teaching.
- > Faculty members regularly consult the academic websites through Internet. Each department is connected with internet facility. The College has excellent computer facilities. It has 59 Desk tops, 6 laptops, LAN facility, 10 LCD projectors etc.
- > Smart Class rooms. The College has provided smart class rooms to ten departments.
- > Audio-visual aids to supplement lectures in classrooms are available.
- > Language Laboratory is available to increase the skill of speaking English
- > Movies/Documentaries based on prescribed texts are used
- > Provision of the facility of INFLIBNET for online access to e-material for students is available in the college
- > Students' participation in seminars and extension lectures conducted by the college & other colleges are encouraged
- > Educational trips are arranged for students so that they can get first-hand knowledge of the things taught.

## 2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?

=> In the institution interdisciplinary subjects are taught by blended learning.

#### **Interdisciplinary programmes**

Teachers from other departments are engaged to teach students belonging to other departments. As for example, Statistics portion in Zoology, Economics etc. are taught by teachers from Statistics department. Sometimes teachers having special knowledge in topics other than their parent subject are engaged to take classes of such subjects on topics of their special knowledge. Mathematics portion in the Computer Science subject is taught by teachers from Mathematics while ICT related portions in Mathematics and Economics are taught by Computer Faculty etc.

> Classroom seminars and workshops are also held regularly. UGC sponsored seminars and workshops are held regularly in college to which expert teachers and persons well-known in the relevant field from across the country are invited

to share their knowledge.

- > Interface with eminent writers, persons excelling in their fields.
- > Educational trips to get first-hand knowledge
- > Students' participation in seminars and extension lectures conducted by the college & other colleges are encouraged.

## 2.3.7 Detail (process and the number of students\benefitted) on the academic, personal and psycho-social support and guidance services (professional counseling/mentoring/academic advise) provided to students?

There are a number of cells working in the college that provides academic, personal and psycho-social support and guidance to students.

- **A)** Equal Opportunity Centre opened in 2010 is coordinated by a senior teacher. It helps students belonging to the marginalized section to cope with the privileged section. It provides disadvantaged group psychological support to adjust and adapt with the environment. 135 students have benefitted from it till Dec. 2013.
- **B)** Counselling Cell: There is a counseling cell to help students to chalk out academic roadmaps for themselves

to acquaint them with various career options,

to address problems arising out of stress, anxieties and to counsel students to adjust and adapt to changing environment. 246 students were provided this help till 2013

#### C) Mentoring:

Mentoring of the students is our top priority. Teachers mentor the students of their respective department.

Mentoring of boarders is especially taken up. Boarders in the hostel are also monitored by Monitress. Some senior students who are office-bearers of the Student's Union also monitor the students. 90 boarders availed help from this facility.

- **D)** Career Guidance Cell:- The College has a Career Guidance Cell the coordinator of which is a faculty member. The Cell guides the students about future career prospects. It arranges extension lectures by experts. 467students got benefit from it.
- **E)** Entry into Services: This cell caters to the need of the students belonging to SC/ST/OBC and Minorities. It prepares these category students for entry into state govt., central govt. job and for jobs under PSUs. 263 students have got benefit from this till now.

- **F) Remedial Coaching:** This cell caters to the need of the academically weak students belonging to SC/ST/OBC and Minorities. Faculty provides remedial coaching to weak students in certain subjects to prepare them for university examinations. 1975 students have got benefit from it.
- **G) Grievance Redress Cell:** For redressing grievances of students regarding academic matters, hostel accommodation, library and other services a cell has been functioning, in which in addition to the Principal as Chairman some other faculty are members.

It encourages students to express their grievances freely and frankly

It addresses the grievances of the students regarding library service.

It takes up complaint of the students regarding amenities centre, drinking water, toilet facilities etc.

It promotes healthy student-student and student-teacher relationship.

It promotes and maintains conducive educational environment.

It redresses complaints regarding evaluation in the sessional examinations.

It redresses complaints regarding attendance and university result matters. The mechanism is that a Complaint box is kept in front of the office and in the hostel. The complaints are taken up by the committee, these are studied and discussed and are redressed.

Number of Grievances redressed till now: 12

2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

Innovative teaching methods have been adopted by the faculty to boost the capacity to learn and to teach meaningfully.

Activities undertaken:

Power Point presentations and use of internet to make teaching-learning more interactive and interesting.

Making of models related to topics. Smart classes are held. Teaching Aids are frequently used in class rooms.

Field trips

Educational trips

Seminars /Workshops and extension lectures by experts in their respective

fields.

To encourage visit to library, students are also given assignments which they complete using books from library.

Special classes are held for slow learners, learners and advanced learners. list of teachers on leave is put up every day. Students are encouraged to maintain College wall magazine, Department magazines and contribute to it.

## 2.3.9 How are library resources used to augment the teaching-learning process?

=> The College has a Central Library that houses a large number of text books, reference books, journals, e-journals and magazines. Teachers always refer and use library books, journals etc to increase their knowledge. Students having Library Cards are provided books on scheduled days for convenience of management and they use it regularly. Brilliant students are allowed to borrow more books for their use. Apart from this central library, there are departmental libraries and libraries at different centres (Gandhian Study Centre, Ambedkar Study Centre, Vivekananda Study Centre etc.) that cater to the needs of the students, teachers and other staff of the college.

The departmental libraries are also allowed to be used by the students during teaching days. The central library is kept open in all working days and during college hours.

There is a Reference section in the central library. Students and teachers can only refer the books or works kept in that section. However, they cannot borrow any of these.

There are books to help students to prepare for Competitive

Examinations. Students are allowed to borrow from this section.

# 2.3.10 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If 'yes', elaborate on the challenges encountered and the institutional approaches to overcome these.

=>Yes, frequent bandhs called by different organizations, few days closure of the institution due to natural calamities, unscheduled events/occasions like Elections offer challenges in completing the curriculum within the planned time frame and calendar. In that case extra classes are taken by teachers to complete the course.

Next, sometimes due to death, retirement and resignation of staff members posts remain vacant for quite some time. This affects learning process. In such cases

teachers on contractual basis are appointed to meet the exigencies.

Again, when teachers go for OP/RC/Short-term courses classes are dislocated. In that case regular teachers also put in extra labour to complete the syllabus. Again, when the teacher concerned returns from the course he takes extra classes to complete his course. On temporary leave days other faculty members take extra class.

## 2.3.11 How does the institute monitor and evaluate the quality of teaching learning?

=> Faculty members of each department hold meetings, sit for discussion regarding teaching-learning process in their respective departments. They discuss among themselves and formulate strategies to be taken to improve the quality of teaching-learning in their respective departments. Moreover, students, both meritorious and weak, are encouraged to share their views, in groups or individually, regarding quality of teaching and extent of learning. Sessional examinations also help the faculty to know teaching-learning quality. Feedbacks from departments are discussed in staff and Academic Committee meetings held from time to time. Guardians are also encouraged to share their experience about quality of teaching in the institution.

## 2.4 Teacher Quality

# 2.4.1 Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum.

All the appointments in the college are made as per the norms laid down by the Assam government from time to time. In appointment of teachers the Government follows UGC guidelines.

To get the vacant posts or newly created posts of teachers filled up, the college authority takes a resolution in the Governing Body (GB) meeting. Then the authority takes the permission from the D.H.E, Assam to advertise the post. Then advertisement is made at least in two daily news papers. Eligible candidates are shortlisted and called for interview. A Selection Committee constituted as per government guidelines takes interview of candidates and the selection list is approved by the college GB. The name of the candidate who ranks first in the

selection list is sent to the DHE for according prior approval for appointment.

**Contractual Appointments:**- Contractual appointments are made to meet the exigencies in teaching and learning process. For such appointments, advertisements are made in college notice board and in local TV channels. Then candidates who applied in response to that are interviewed by the Department and the Principal and the best candidate is appointed.

The college has the required number of qualified and competent teachers to handle all the courses. The College has permanent faculty strength of 77 (71 (sanctioned) + 04(management)) including two for M.Sc. in Herbal Science and Technology. However, on an average at least 7-8 posts remain vacant due to retirement, death, resignation etc. To augment the shortage the college recruited 18 teachers on contractual basis in 2013 (Aug.-Dec.) during peak season.

Highest	Professor		Associate		Assistant		Total	
qualificati			Professor		Professor			
on	Male	Female	Male	Female	Male	Female		
Permanent	Permanent teachers							
D.Sc./D.	Nil	Nil	Nil	Nil	Nil	Nil	Nil	
Litt.								
Ph.D.	N.A	N.A	04	01	12	04	21	
M.Phil.	N.A	N.A	01	02	09	03	15	
PG	N.A	N.A	09	08	03	08	28	
Temporary	Temporary teachers							
Ph.D.	N.A	N.A	N.A	N.A	01	01	02	
M.Phil.	N.A	N.A	N.A	N.A	Nil	Nil	Nil	
PG	N.A	N.A	N.A	N.A	00	02	02	
Part-time teachers								
Ph.D.	N.A	N.A	N.A	N.A	N.A	N.A	Nil	
M.Phil.	N.A	N.A	N.A	N.A	1	2	3	
PG	N.A	N.A	N.A	N.A	6	12	15	

# 2.4.2 How does the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programmes/ modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.

=> The college has been running three programmes in modern areas, i.e. Computer Science and Application, Bioinformatics and M.Sc. in Herbal Science and Technology. For the last two programmes the UGC has extended financial help and

there is no problem to get qualified teachers who are appointed as per UGC norms. However, for Computer Science department the college has to bear the expenses from its own resources and maintain qualified staff of four members. The institution has not found any difficulty in recruiting qualified teachers in this area.

Bioinformatics started in 2012 and UGC was generous enough to extend financial grant. Faculty members from subjects like Zoology, Botany, Chemistry have been engaged to take classes. From 2013-14 session the college has started M.Sc. programme in Herbal Science and Technology with UGC financial assistance. Recruitment to this programme has been done following guidelines issued to the college by the state government and UGC.

# 2.4.3 Providing details on staff development programmes during the last four years (Aug. 2010 to Jan. 2014) elaborate on the strategies adopted by the institution in enhancing the teacher quality.

a) Nomination to staff development programmes

Academic Staff Development Programmes	Number of faculty nominated
Refresher courses/OP	45
HRD programmes	01
Orientation programmes	14
Staff training conducted by the university	01
Staff training conducted by other	01
institutions	
Summer / winter schools, workshops, etc.	22

b) Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning

#### Handling new curriculum

The Teachers' unit of the college in collaboration with the Zonal Body of the All Assam College Teacher's Association held a seminar on Semester system. The Deputy Controller of Examinations, Gauhati University paid a visit to the College and appraised the teachers about the newly introduced Semester programme.

Selection, development and use of enrichment materials:

The Computer Department trained interested faculty members in seven sittings about how to use Internet and prepare power point presentations.

#### Assessment:

Computer Department gave two days' training to interested Faculty members how to send internal marks through e-mail to the Vice-Principal's Office and also how to receive mark sheet of individual students of their university result. Three programmes on evaluation under semester system including internal assessment were held under supervision of Academic Committee of the college.

## Cross cutting issues

Audio Visual Aids/multimedia Training Programmes are organized by Computer Department from time to time for use of multimedia projector, use of smart boards and language laboratory etc.

#### **♦** OER's

In Open Educational Resources teachers make use of Internet and Library and NLIST journals through INFLIBNET.

Teaching learning material development, selection and use
Training Programmes by Education and Statistics departments.

## c) Percentage of faculty

- \* invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies: 6 %
- \* participated in external Workshops / Seminars / Conferences recognized by national/international professional bodies:
- presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies : 40%

What policies/systems are in place to recharge teachers? (eg: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)

The institution does not provide any grant to any faculty member to undertake research. It recommends their names and proposals to the funding agency like UGC, DST, ASTEC etc. for sanctioning of grants. Study Centres run in the College under UGC grant

offer nominal financial grant to undertake projects pertaining to the area of that centre. Sometimes teachers at their own initiative arrange grants from other bodies for undertaking research projects. Study leave is extended to eligible teachers under Faculty Improvement Programme. The College supports academic publications and during last four years the publication cell of the college has published eight research oriented books. The college has patronized the publication of a biannual, multidisciplinary research journal under the name & style *Creatcrit in* a collaborative manner.

2.4.4 Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty.

=> Though nobody has received any award/recognition for excellence in teaching, four faculty members received awards for their literary achievements that may help them in their teaching activity.

Sri Arindam Borkataki, Dept. of English received 2011 Yuva Award from Sahitya Akademi, a national award for critical writing. He also received Munin Borkataky Award, a state level award for literary achievement in 2011. Sri Jiban Narah, Dept. of Assamese received a state level award offered by the Sabda **Prakashan** for creative writing. He had also earlier received travel fellowship of Sahitya Akademi. Dr. Ajit Bharali, Dept. of Assamese, was awarded a state level award offered by Homen Borgohain Trust for Prose writing. Both Sri Narah and Dr. Bharali are well-known poets while Sri Borkataki is a member of Assam Prakashan Parishad and honorary Editor of *Prakash*, a widely circulated literary journal owned by the state government. Dr Sanjib Kumar Borkakoti, Associate Professor of Economics was awarded Chandrakanta Hiraprabha Barua Memorial Vaishnavite Literature Award in 2008. Dr Borkakoti has authored 52 books, some of which are preserved in university libraries of UK, USA, Germany, South Africa etc. His books are displayed in international book fairs. He is an executive member of Assam Government's developmental body Majuli Cultural Landscape **Management Authority.** 

The institutional culture and environment contributed to their achievement that helped them bag Sahitya Akademi award and other Awards. It was made possible for the members were given scope to organize seminars, edit literary critical works etc., published by the institution. They were also encouraged to participate in different state level seminars, symposiums etc. The college has always supported them in their pursuits for excellence.

# 2.4.5 Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?

Yes, selected students evaluate teaching quality of their teachers by filling forms in NAAC formats. Filled in forms are shared in departmental meetings where weaknesses of individual teachers and the department are sorted out. Those who exhibit strength in any area suggest their colleagues how to improve their teaching skill. However, external Peer evaluation is not done.

#### 2.5 Evaluation Process and Reforms

## 2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?

=>Detail guidelines are given in each syllabus about what weight each question in a question paper will be given. Students are informed about this well in advance in classes. Teachers follow it while setting question paper. Students and faculty members are informed in advance about the marking pattern. When the university changed the question pattern, both teachers and students were duly apprised and guided about it. When nobody faces any difficulty in the evaluation of objective type questions, while evaluating long and subjective questions examiners apply their best judgment and give scores. If they find any difficulty they consult with their peers or seniors.

## 2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?

=>The University has adopted some major reforms in evaluation like introduction of sessional examinations, giving weightage to projects, assignments etc. in the final examination. The institution has adopted this change and follows it strictly. The institution has not initiated any kind of reforms on its own as it is not empowered to do that.

## 2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?

=>Since the college is under the academic control of the university it follows the instructions given by the university from time to time for an effective implementation of evaluation reform. Workshop was held in the college to enlighten the teachers about the reforms.

# 2.5.4 Provide details on the formative and summative evaluation approaches adopted to measure student achievement. Cite a few examples which have positively impacted the system.

=>Admission is done purely on merit basis, also conforming to govt. instructions in respect of disadvantaged section of the society. In the beginning of the session for Major courses, evaluation is done to gauge the knowledge of the students on their aptitude for the subject, their depth in the subject and their understanding capacity. The faculty members discuss performance of the students. Then weak students are identified and corrective measures are taken like taking extra class to bring them at par with other students. This has helped in reducing drop out cases. At the same time bright students are also identified and they are offered adequate advance guidance, which has helped them perform well.

# 2.5.5 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the students results/achievements (Programme/course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.

=> Through the duration of course which is of three years, divided into six semesters [earlier which was (1+1+1)]the institution holds two sessional examinations in each semester and the university holds one end semester examination. After each sessional examination answer scripts and their marks are kept in records. Those who are very weak are induced to do hard work and are given remedial coaching in their area of weakness. Parents and guardians of wards are informed of the result from time to time. The results of each end semester examination are analysed by the department and for weak students extra classes are taken to prepare for the paper in which they had secured less mark.

An analysis of the result of the students reveals that the institution has consistently maintained a rising trend in its achievements in University examinations every year. In 2013 the college registered more than 91% success rate in Science while it was more than 81% in Arts. Comparative result of three other colleges in the town is given elsewhere.

Year	Pass Percentage in A.D.P College					
	B.A.	B.Sc				
2010	44	75				
2011	68	77				
2012	70	78				
2013	81	91				

2.5.6 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioral aspects, independent learning, communication skills etc.).

Internal Assessment: During the last four years sessional examinations were taken regularly as per university stipulation. Students who fail to appear in any of the examinations are asked to sit for another examination held for the purpose. Transparency is fully maintained while evaluating the answer scripts. Any student feeling grieved on the marking can approach the HOD of the respective department or the Vice-Principal or the Redress Grievance Cell and is shown examined answer scripts to point out if there are any discrepancy and the same is corrected. University stipulates that 20% of the marks for the final/end semester examinations come from the sessional examination.

2.5.7 Does the institution and individual teachers use assessment/evaluation as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes' provide details on the process and cite a few examples.

=>Yes. The institution and individual teachers use assessment/evaluation as an indicator for evaluating student performance, achievement of learning objectives and

planning. Unit tests or internal examinations held periodically assess students' performance and their achievement in acquiring knowledge about what they were taught during the period. Students are taught how to plan their course content and how to cover each portion.

## 2.5.8 What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level?

=>At College level any aggrieved student can apply to the Vice-Principal within stipulated time regarding any alleged anomaly in marks awarded to the student in Internal Examination with a request for re-evaluation of the answer script. The Vice-Principal forwards the application to the respective Head of the Department who in turn engages two members of the department other than the teacher who had earlier checked the script to re-evaluate the script. Average mark of these two teachers allotted after re-evaluation is accepted. Sometimes weightage are given to assignment, field study report, project report of students.

At University level any aggrieved student can apply for re-check after depositing necessary fees at the University counter and the university takes necessary steps to reassess the answer scripts.

## 2.6 Student performance and Learning Outcomes

## 2.6.1 Does the college have clearly stated learning outcomes? If 'yes' give details on how the students and staff are made aware of these?

: Yes. The College has clearly stated learning outcomes. The clearly stated learning outcomes are:

should have in-depth knowledge in their area of concerned subject.

must acquire sufficiently writing and communicative skills

must acquire knowledge in ICT to develop critical and creative thinking
should have the capacity to participate in collaborative learning.

should have interpersonal and decision-making skills
should be sensitive towards community responsibility
be involved in meaningful public discourse
be able to guide future generation of learners
to understand and respect Indian and Indigenous ethos and culture

to respect the idea of multi-culturalism
to respect Human Rights and honour of the women of society
to campaign for the sustainability of the Environment to have a global outlook
to imbibe a catholic spirit

At the beginning of each session, these are communicated to the students in general meetings.

In matters of examination results, Departmental meetings and Academic Committee meetings are held. In these meetings, results are analysed and threadbare discussions take place. Goals are fixed for the next session. Respective Heads of Departments communicate these decisions to the department teachers. Students are also intimated about this in their classes.

## 2.6.2 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

=> Apart from two sessional examinations the teachers ask the students to submit assignments, seminar papers, project reports etc. These are evaluated and results are intimated to the students. On the basis of this teachers give extra attention to weak students. It increases their confidence to appear the final examination.

## 2.6.3 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (quality Jobs, entrepreneurship, innovation and research aptitude) of the courses offered?

=> The course contents in subjects taught in the college are given by the affiliating university and the college follows it strictly. Within the framework of the course contents teachers try their best to give quality teaching which helps students to compete for quality jobs and develop aptitude to think innovatively.

## 2.6.4 How does the institution collect and analyse data on student learning outcomes and use it for planning and overcoming barriers of learning?

=> The Institution relies heavily on internal and university examinations to determine outcomes of student learning. The Examination Committee of the college regulates and collects the data of the two sessional examinations. They monitor the academic growth of the students and ask respective departments to design further tests, assignments, seminars etc. if necessary. For weaker students remedial classes are taken. Brilliant students are encouraged to do better and are given special guidance.

Average students are taken care of during off periods of a teacher.

## 2.6.5 How does the institution monitor and ensure the achievement of learning outcomes.

=>The institution regularly intimates parents/guardians of students about the learning outcomes of their respective wards. Parents of irregular and insincere students are contacted about activities of their respective ward.

IQAC too scrutinizes the achievements of learning outcomes. Frequent interaction is carried out in class rooms and outside class rooms by teachers to find out effectiveness of their teaching. Immediately after the publication of university results departmental meetings are held to discuss how results can be improved. Opinion of students is also taken and accordingly respective departments chalk out strategies about how to better the result.

The Institution has an Academic Committee consisting of all Heads of Departments. Though the Principal and the Vice-Principal supervise holding of classes, respective Head of the Department too monitors holding of classes regularly. After declaration of results, Departmental meetings are held where results are analysed and then the Academic Committee meeting is held. In it strength and weakness of each department in respect of achievement is discussed. Steps are also mooted to improve the level of learning by the students.

## 2.6.6. What are the graduate attributes specified by the college/affiliating university? How does the college ensure the attainment of these by the students?

Graduate Attributes of the College are

#### **Academic Excellence**

Prepare students to compete in this age of globalization

Possess sound knowledge and understanding

Have attitudes of intellectual curiosity and motivation

Cultivate creative and critical thinking

Develop critical faculty to grasp across broad range of disciplines

Capacity to participate in and acquire group learning

#### **Skills**

Ability to work in group

To have knowledge in ICT and use it effectively

Critical Analysis, Problem solving

Impressing and effective communication in a range of contexts

Developing, planning and managing independently

Application of knowledge acquired to solve any problem

#### **Social Responsibility**

Awareness of one's duties and responsibilities towards Society

Awareness of sustainability of Environment

#### **Nationalistic Spirit**

Imbibing Nationalistic Spirit /Ability to face larger issues of life and contributing to build a healthy nation

Any other relevant information regarding Teaching-Learning and Evaluation which the college would like to include.

#### CRITERION III: RESEARCH, CONSULTANCY AND

#### **EXTENSION**

#### 3.1 Promotion of Research

### 3.1.1 Does the institution have recognized research center/s of the affiliating University or any other agency/organization?

=> No.

However, the college is running course on Human Rights and Duties and study centres like Women Study Centre, Ambedkar and Gandhian Study Centres. These are financed by UGC. Small research projects are conducted under the aegis of these centres. The other centre-- Vivekananda Study centre—since closed, also encouraged faculty to undertake projects.

The College Faculty are also engaged in Minor and Major Research Projects financed by UGC. Some of the teachers are also research guides in some universities in and outside the state. Their scholars are encouraged to take library facility from the institution.

The Biotech Hub opened recently at college with financial grant from the Ministry of Science and Technology services as a research centre. A JRF is now working in this hub under the supervision of a college faculty.

3.1.2 Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.

=> Yes.

The Committee is headed by the Principal of the College. Four faculty members in the rank of Associate Professors and one in the rank of Assistant Professor, both from the Arts and the Science streams, are on the Committee. The Committee is constituted with

Dr. S. U. Ahmed, Principal Chairman
Dr. Nityananda Pattanayak Member
Dr. Sanjib Kumar Borkakoti do
Dr. Boby Bhuyan do
Dr. Mridul Hazarika do
Dr. Jayanta Barman do

The Committee recommended this year Major Research Project proposals of

Dr. Nityananda Pattanayak and Dr. Kishor Kumar Shah and Minor Project proposal of J.K. Singh. No interface meeting has been held till the filing of this report. However, last year the Major Project proposal of Dr. Jayanta Barman recommended by the Committee was accepted by U.G.C. Approximately 60% of our faculty are actively engaged in research activities. Three faculty members are recognized supervisors of Ph. D scholars of different universities. One faculty member is also member of Academic Council of a University.

The committee recommended to bring out a research journal and the first issue was published recently. The Research committee helps teacher-scholars in their Research work. As many as eleven teachers received Ph. D degree since the last Accreditation. [One since retired.] More than twenty-two teachers are undertaking research works for which they seek help from the Committee.

### 3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/projects?

- autonomy to the principal investigator
   Full autonomy is given to the Principal Investigator to implement
   Research Project.
- timely availability or release of resources
  As soon as the fund is received by the authority from the funding source in connection with any project the Principal Investigator is informed and the fund is released to him/her immediately. However, the final installment is released only after successful completion of the project and submission of necessary papers and clearance from the
- adequate infrastructure and human resources
   The institution provides necessary infrastructure and monitors in the recruitment of human resources.
- time-off, reduced teaching load, special leave etc. to teachers The institution is not in a position to allow reduced teaching load, time-off or special leave to investigators. Service Rule does not have any provision about this. However, the Institution lessens some workload which can be discharged by peer group.
- > support in terms of technology and information needs

funding agency.

Principal investigator of any research project is allowed full access to IT facilities available in the Institution. No charge is levied for this.

 facilitate timely auditing and submission of utilization certificate to the funding authorities

Yes, the institution helps the Principal Investigator in auditing the expenditure and submitting Utilization Certificate as soon as such request is made.

any other:

The Institution takes immediate steps for the teacher-scholars to avail FDP leave. At present two are on FDP leave.

### 3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?

=>The college holds seminars, organizes workshops etc. to develop scientific temper among students. One such workshop held was to make students aware about effect of Mobile phone radiation on human, animal as well as on the environment.

The curriculum provides some short term projects for Major students of the Science stream that encourages them to pursue the career of research in future. Students are also taken by some departments on educational tours.

Participation of students in Seminars, Conferences etc. involves and inspires them to think in research line. Scholars from reputed institutions are invited to interact with students to encourage and inspire them to undertake research activities in future.

## 3.1.5 Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc.)

=> The college is not a Research centre. Hence no student from this college is undertaking Research activity. However, a number of teachers are engaged in supervising Research scholars from different Private Universities for Ph. D programme.

There are also a number of teachers who are engaged in Minor and Major Research Projects. The following teachers are M.Phil/Ph.D degree holders.

Sl. No.	Name of Faculty	Dept.	No. of Projects		No. of Research Scholars		Individual/Col laborative Research
			Maj	Minor	M.Phil	Ph.D	
1.	Dr. Rajita Kalita	Assamese		01			Ph.D
2.	Dr. Ajit Bharali	Do		02			Do
3.	Dr. Milan Neog	Do					Do
4.	Dr. Jalin Chetia	Do					Do
5.	Abdul Karim	Arabic					Pursuing Ph.D
6.	Dr. Ajit Singha	Bengali		04			Ph.D
7.	Nipon Das	Do					Pursuing Ph.D
8.	Ohiduz Zaman	Hindi		01			M.Phil
9.	Mrs. Gitamala Bora	Do					M.Phil
10	Dr. Abdul Mannan	Do					Ph.D
11	Dr. Nityananda Pattanayak	English	01	04	23	03	Ph.D
12	Mrs. Neeta Sharma	Do		01			
13	Arindam Borkotoky	Do					M.Phil
14	Pyar Md. Raina	Do					M.Phil
	Dr. Boby Bhuyan	Education					Ph.D
16	Mrs. Sabita Devi	Do					Pursuing Ph.D
17	Mrs. Archana Das	Do					Pursuing Ph.D
18	Mrs Kakoli Baruah	Economics					Pursuing Ph.D
19	Dr. Sanjib Kumar Borkakoti	Do		04	06	02	Ph.D
20	Mrs. Alpana Baruah	Do					Pursuing Ph.D
21	Mrs. Ganga Rani Das	Do					M.Phil, Pursuing Ph.D
22	Mrs. Arati Bharali	Do					Pursuing Ph.D
23	Mr. Deba Prasad Hazarika	Geography			01		M.Phil
24	Prasanta Kumar Gogoi	Do		02			M.Phil
	Dr. Bismita Bora	Do					Ph.D
	Parag Dutta	Do		01			M.Phil, Pursuing Ph.D
27	Dr. Sadananda Payeng	History					Ph.D
28	Dr. M.U. Ahmed	Do					Ph.D
29	Dr. Diganta Kumar Boroowa	Do					Ph.D
30	Dr. Gayatree Das	Mathematics					Ph.D

31	Mr. Nitin Sarma	Do				M.Phil
22	D 11 17 1	_				Pursuing Ph.D
32	Dr. Jiwan Krishna Goswami	Do				Ph.D
33	Mrs. Geet Devi Bhattacharya	Philosophy		02	05	M.Phil
34	Mrs. Arpana Tamuli	Do				M.Phil
35	Dr. Sunaram Nath	Pol.Sc.				Ph.D
36	Pijush Debnath	Do		01		Pursuing Ph.D
37	Anjana Devi	Do				Pursuing Ph.D
38	Pranjal Hazarika	Do				Pursuing Ph.D
39	Dr. Rongmala Roy	Sanskrit				Ph.D
40	Ms. Malavika Baruah	Do		01		Pursuing Ph.D
41	Dr. Dipsikha Kalita	Physics				Ph.D
42	Dr. Jayanta Barman	Do	01			Ph.D
43	Dr. Bhaskar J Saikia	Do				Ph.D
44	Mrs. Sonjira Hazarika	Botany				M.Phil Pursuing Ph.D
45	Mr. Bijumoni Bora	Do				M.Phil
46	Mrs. Arpana Bairagi	Statistics				Pursuing Ph.D
47	Mr. Rajib Baruah	Do				M.Phil , Pursuing Ph.D
48	Dr. Mridul Hazarika	Chemistry		01		Ph.D
49	Dr. Kishor Kumar Shah	Do		02		Ph.D
50	Sidhartha Saikia	Computer Science and Application				M.Phil, Pursuing Ph.D
51	Mampi Devi	Do				Pursuing Ph.D
52	Dr. Mausumi Saikia	Herbal Science				Ph.D
53	Dr. Mandakini Dutta	Do				Ph.D
54	Mr. Hrishikesh Bhuyan	Librarian		01		M.Phil
	Dr. Riazuddin	Arabic				Ph.D
56	Dr. Mausumi Bhuyan	Physics				Ph.D

3.1.6 Give details of workshops/ training programmes/ sensitization programmes conducted/organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.

=> The college organizes seminars, workshops etc. to which persons with lots of

research experience are invited. Faculty receives tips about research activities from these persons. The Biotech Hub of the college organized recently a two days' workshop on "Basics of Biotechnology" for the Major students of the Departments of Botany and Zoology, the main objective of which was to promote education and research in Biology or Biotechnology. It was attended by Dr. ASN Zaman and Dr. K.D. Singh, Senior Scientists of RARS.

### 3.1.7 Provide details of prioritised research areas and the expertise available with the institution.

=>There is no such prioritised research areas available with the institution. A Biotech Hub has been opened recently in the college that serves as a research centre. However teachers undertake Minor and Major Research Projects financed by UGC and other projects financed by other bodies in their area of specialization. Research scholars from nearby areas visit the hub. The faculties of the college lend their expertise to other institutionsl also.

### 3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?

=>The college makes concerted efforts to attract eminent persons in their fields to visit the campus and interact with teachers and students. During last four years the institution has invited following eminent persons and academicians.

Dr. Dilip Kumar Dutta, an eminent Mathematician of Bard University, USA was invited to interact with the faculty and students. Dr. Sabir Ahmed, AMU and Dr. S.K. Varsney, Mumbai visited the college and interacted with teachers and students.

Dr. M.C Rath of BARC, Prof. R.B.Bhattacharya and Dr. S.K. Nayak of GIIT participated in a national workshop on "Effects of Mobile Phone Radiation on Human and Animal Health as well as on the Environment". Prof. Nirankar Srivastav and Prof. P.Nayak of NEHU, Shillong and Prof. S.C. Kakaty of Dibrugarh Univ. came to college as resource persons to chair technical sessions in a national seminar on "Problems of Industrial Labourers of Assam" organized by Economics and Statistics deptts. They also interacted with students and teachers during their stay. Prof. Gopal Ch. Khan from Burdwan University, Prof. Sivnath Sarma and Prof. Sourav Pran Goswami from Gauhati University attended a seminar on Gandhian Study and later interacted with Philosophy faculty and students about possible

research line on the topic. Prof. Apurba Kr. Baruah of Political Science from NEHU, Shillong visited college and interacted with faculty and suggested on some unexplored research areas in the subject. All these visiting faculties have offered valuable guidance to the teachers of this institution about their research projects.

## 3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?

=>There is no provision of Sabbatical leave in the Institution since the Service Rule does not provide it. However, FDP leave following UGC norms is given to teachers to undertake research work. Two teachers are already on this leave while another three have applied for the same. The following teachers are doing research work.

Sl. No.	Name	Department	Course	University/Institution
1.	Abdul Karim	Arabic	Ph.D	Gauhati University
2.	Nipon Das	Bengali	Ph.D	do
3.	Mrs. Sabita Devi	Education	Ph.D	do
4.	Mrs. Archana Das	Education	Ph. D	do
5.	Mrs. Kakali Barua	Economics	Ph. D	do
6.	Mrs. Alpana Boruah	Economics	Ph. D	do
7.	Mrs. Ganga Rani Das	Economics	Ph. D (On FIP leave)	do
8.	Mrs.Arati Bharali	Economics	Ph. D	do
9.	Mr. Parag Dutta	Geography	Ph. D	do
10.	Mr. Nitin Sarma	Mathematics	Ph. D	do
11.	Mrs. Geeta Devi Bhattacharya	Philosophy	Ph. D	do
12.	Mr. Pijush Debnath	Pol. Sc.	Ph. D	do
13.	Mrs. Anjana Devi	do	Ph. D	Do (On FIP Leave)
14.	Mr. Pranjal Hazarika	do	Ph.D	do
15.	Mrs. Malavika Baruah	Sanskrit	Ph.D	Do
16.	Mrs. Dipsikha Kalita	Physics	Ph.D	Do
17.	Mrs. Arpana Bairagi	Statistics	Ph. D	Dibrugarh Univ

18.	Mr. Rajib Baruah	do	Ph. D	Dibrugarh Univ.
19.	Mr. Siddhartha Saikia	Computer Science & Application	Ph. D	Gauhati Univ.
20.	Ms. Mampi Devi	do	Ph.D	Tezpur Univ.
22	Mrs. Sonjira Hazarika	Botany	Ph.D	Gauhati University (On FIP Leave)

## 3.1.10 Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to students and community (lab to land).

Women Study Centre: The research projects on Gender Issues have helped to work for and promote gender equity through Awareness Rallies and seminars, extended talks on elimination of violence against women etc. It has also enlightened women and made them aware of their rights.

**Gandhian Study Centre:** The research on Gandhian Thought and Philosophy has helped to better appreciate the relevance of Gandhian thought for promotion of universal peace and harmony in the society.

**Ambedkar Study Centre**: Projects prepared by the centre have offered suggestions about how to implement Ambedkar's visions into reality and disseminate his thinking among the people.

**Vivekananda Centre**: The Study centre prepared some projects on the philosophy of Vivekananda. These projects highlighted the different aspects of Vivekananda's message. Vivekananda's ideas and ideals were spread among students as suggested by some of these projects.

#### 3.2 Resource Mobilization for Research

### 3.2.1 What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.

=> There is no fund earmarked for undertaking Research activities in the Institution. Only some UGC funded centres running in the college allocate funds to teachers to undertake some projects, observing UGC rules.

#### 3.2.2 Is there a provision in the institution to provide seed money to the faculty for

research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?

=>No.

### 3.2.3 What are the financial provisions made available to support student research projects by students?

=>Nil.

## 3.2.4 How does the various departments/units/staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavors and challenges faced in organizing interdisciplinary research.

→ Aligning with the present trend of interdisciplinary approach in Higher education various departments of the institute interact and undertake interdisciplinary research. Mrs Sabita Devi, Dept. of Education and Mrs Arati Bharali of Economics are taking help of the faculty of Statistics. Departments of Economics and Statistics joined hands to organize a national seminar.

### 3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?

=>Minor and Major Research Projects awarded to Faculty by UGC or any other agency are carried out in the Institution. They make use of various equipments and other facilities like library service available in the College. The time of use by the students and teachers are so arranged that they do not clash. Science Laboratories and Computer configurations in departments are upgraded regularly. Maintenance of equipments is done regularly.

### 3.2.6 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If 'yes' give details.

Yes.

The college has received Rs. 39,00,000/- from the Ministry of Science and Technology to open a Biotech Hub in the college. Accordingly, a Hub was opened here which has already undertaken research activities and appointed a JRF. It will develop research culture among the staff and encourage others to take up research activity in future.

## 3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organisations. Provide details of ongoing and completed projects and grants received during the last four years.

the	Year	Title of the project	Name of the	Total grant	Total	
Project	From To	project	funding agency	Sanctioned	Received	grant received till date
Dr. S.U. Ahmed, Principal  Major project	2009 to 2012	Screening of Nitrogen Potential Cyanobacterial flora in paddy fields of two districts of Assam	UGC	Rs 10,71,033	Rs.9,893 ,60	Rs.9,893, 60
Dr. Major Nityananda project Pattanayak	2009 to 2012	Jhumpa Lahiri: Her World and Her Art	Do	Rs. 3,37,500	Rs.3,20, 000	Rs.3,20,0 00
Dr. Jayanta	2013 to	Preparation and	Do	Rs.	Rs.	Rs.
Barman Major Project	Contg.	Characterizatio n of Semiconductor and magnetic Nano Particles for Application in Optical Device		6,95,000	5,65,000	5,65,000
Dr. Ajit Minor		Bhunar	Do	Rs.	Rs.	Rs.
Bharali Research Project	2008- 2010	Bhinnarup: Eti Adhyan		75,000/-	75,000/-	75,000/-
Dr. Ajit Minor		Asomar	Do	Rs.	Rs.	Rs.
Bharali Research Project	2013-	Paramparagat Khel Dhemali		1,40,000/-	1,05,000	35,000/
		aru Avasar Binodan			/-	
Dr. Ajit Do	2011-12	Barak	Do	Rs	Rs	Rs
Singh		Upatyakar Malakar Sampraday		1,50,000	1,12,000	1,12,000
Dr. Ajit Do	2013-	Barak	Do	Rs	Rs	Rs
Singh		Upatyakar AkhirarItibritta		1,50,000	1,20,000	1,20,000
Dr. Kishor Do Shah	2008- 2010	Introduction of 4d-transition metals to MFI ZeoliteSynthesi sed in flouride	Do	Rs 80,000	Rs. 80,000	Rs. 80,000
Dr. Kishor Do	2012-	medium. Study of	Do	Rs	Rs.	Rs.

Shah		2013	catalytic activity of Zr- MFI samples synthesised in neutral medium		1,50,000	1,10,000	1,10,000
Mr. Prashant Gogoi	Do	2011-2012	Shifting pattern of River Brahmaputra at Hatimura: A Geo environmental appraisal	Do	Rs 1,00,000	Rs 1,00,000	Rs 1,00,000
Dr. S.K.Borkak oti	Project work	2013-14	Sankaradeva aru BharataVarsa	Asom Prakash an Parishad	Rs.50,000	Rs. 20,000	Rs.20,00 0
Mr. Hrishikesh Bhuyan	Minor Research Project	2010-11	Extension Service of Public Libraries of Assam: Challenges and Realities	UGC	Rs 1,45,000	Rs.1,26, 000	Rs.1,26,0 00
Dr. S.K. Borkakoti	Do	2012-13	Economic Sustenence of Thans and Sattras in Assam	Do	Rs 1,25,000	Rs. 67,000	Rs. 67,000
Mrs. Neeta Sharma	Project work	2013- 2014	Witch- Hunting in Assam and the contribution of Birubala Rabha	Asom Prakash an Parishad , Govt. of Assam	Rs.75,000	Rs 30,000	Rs 30,000

#### 3.3 Infrastructure for Research

### 3.3.1 What are the research facilities available to the students and research scholars within the campus?

=> The Institution is not a research centre. Hence there is no provision for students and research scholars to undertake research work here. However, sometimes existing laboratories are upgraded with college fund to undertake Minor and Major Research projects sanctioned to the faculty members by UGC and other organizations. Botany and Physics departments have well equipped laboratory that can be used for Major Research Projects. Already a major project on Biotechnology has been completed in

Botany department. A Major Project on Nano technology is going on in Physics department. The Biotech hub has started a research work on Nano biotechnology for application in waste water treatment.

## 3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?

=>Whenever a Major Research Project in the emerging area is awarded to the Principal Investigator belonging to the College the college looks at the infrastructure facility available with the college to carry out such Project. If no facility is available the college with permission from the Governing Body undertakes such infrastructure works that can facilitate to carry out successfully the work. When Dr. Sarifuddin Ahmed, Principal of the college was awarded such a Project from UGC, the institution provided all infrastructure facility and he successfully carried out the work. In Physics, Dr. Jayanta Barman when found inadequacy of the existing infrastructure applied to the authority for its development and within three months infrastructure in the laboratory was upgraded to his satisfaction. The college administration offers full support to the researchers.

## 3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities? If 'yes', what are the instruments/ facilities created during the last four years.

=> The college received Rs. 39,00,000/- from the Ministry of Science and Technology to install a Biotech Hub. This helps for research activity in Life Science.

### 3.3.4 What are the research facilities made available to the students and research scholars outside the campus / other research laboratories?

=> Research Scholars registered outside can use the college library. Moreover, the Biotech Hub opened recently is also used for research activity. Teachers from nearby schools and colleges are using tis hub for their research activities.

### 3.3.5 Provide details on the library/ information resource centre or any other facilities available specifically for the researchers?

=>Since the College is not a Research Centre, the College Library purchases mainly

text and references books that can help students. However, there are a number of reference books and journals in both the disciplines in the library that are frequently used by faculty members of the institution.

3.3.6 What are the collaborative research facilities developed / created by the research institutes in the college. For ex. Laboratories, library, instruments, computers, new technology etc.

=> Nil

#### 3.4 Research Publications and Awards

#### 3.4.1 Highlight the major research achievements of the staff and students in terms of

- \* Patents obtained and filed (process and product) Nil.
- \* Original research contributing to product improvement Nil
- \* Research studies or surveys benefiting the community or improving the services:
  - =>Six such studies/surveys/projects have been done by the college faculties so far. These are:
    - (i) Women Study and Welfare Cell of ADP College has completed a project work on "A Study on Socio-Economic Status of the Girl Students of ADP College, Nagaon : An Analytical Report" funded by UGC.
    - (ii) Women Study and Welfare Centre of ADP College has also carried out a UGC Sponsored Survey/extension work on "Socio-Economic Status of Women in Bengena Ati Village, Nagaon"
    - (iii)Women Study and Welfare Centre of ADP College has completed a project work on "A Study on Adolescent School Girls' Empowerment with special Reference to Nagaon Municipality Area"
    - (iv)Equal Opportunity Centre of the College under Associate Prof. Geeta Devi Bhattacharjee carried a community based study on-"Psychological Counseling of the Students of ADP College, Nagaon-An Analytical Report"
    - (v) Human Rights Centre in the College carried out study on "Violation of

Woman Rights with special reference to Nagaon district".

(vi) Gandhian Study centre carried out a project on "Awareness of Gandhism among the school children of Batadrava Block, Nagaon District, Assam.

Research inputs contributing to new initiatives and social development: Nil

## 3.4.2 Does the Institute publish or partner in publication of research journal(s)? If 'yes', indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?

Yes, the college collaborates in the publication of a multidisciplinary, multilingual, biannual national research journal under the name & style *Creatcrit*, ISSN 2347-8829. Its editorial board consists of eminent scholars from all over India. The publication is likely to be listed in international database.

#### 3.4.3 Give details of publications by the faculty and students:

- \* Publication per faculty
- \* Number of papers published by faculty and students in peer reviewed journals (national / international)
- Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humanities International Complete, Dare Database -International Social Sciences Directory, EBSCO host, etc.)
- \* Monographs
- \* Chapter in Books
- \* Books Edited
- \* Books with ISBN/ISSN numbers with details of publishers
- \* Citation Index
- \* SNIP
- \* SJR
- \* Impact factor
- \* h-index

Sl. No	Name of Faculty	Department	No. of Publications	No. of Papers published in peer reviewed journals ( National/ International)	Chapter in Books	Books Edited	*Books with ISBN/ISSN numbers	*Impact Factor	*Citation Index	*SJR	*SNIP
1.	Jiban Narah	Assamese	15				15				
2	Dr. Rajita Kalita	Assamese	12	01	07	03	01				
3	Dr. Ajit Bharali	Assamese	29	13	07	02	07				
4	Dr. Milan Neog	Assamese	13	05	06	01	01				
5	Dr. Jalin Chetia	Assamese	20	05	10	02	03				
6	Abdul Karim	Arabic									
7	Md. Habib Ullah	Arabic									
8	Dr. Ajit Singha	Bengali	16	08	04		02				
9	Nipon Das	Bengali	09	09							
10	Ohiduz Zaman	Hindi									
11	Mrs. Gitamala Bora	Hindi	01	01							
12	Dr. Abdul Mannan	Hindi	02	01			01				
13	Dr. Nityananda Pattanayak	English	16	06	08	01	01				
14	Mrs. Neeta Sharma	English	09		07	01	01				
15	Arindam Borkotoky	English	20	01	08	09	02				
16	Archana Takuldar	English	11	01	09	01					
17	Pyar Md. Raina	English	02	01			01				
18	Dr. Boby Bhuyan	Education	08	04	02		02				
19	Mrs. Sabita Devi	Education	08	04	01	03					
20	Mrs. Archana Das	Education									
21	Mrs Kakoli Baruah	Economics	03	01	02						
22	Dr. Sanjib Kumar Borkakoti	Economics	68	12	12	02	37				
23	Mrs. Alpana	Economics									

	Baruah								
24	Mrs. Ganga	Economics	03		03				
	Rani Das	Leonomics							
25	Mrs. Arati	Economics	01		01			1	
23	Bharali	Leonomies	01		01				
26	Khagendra	Geography							
20	Mahela	Geography							
27	Mr. Deba	Caaamamha							
21	PrasadHazarika	Geography							
20		C 1	0.6	0.4	00				
28	Prasanta	Geography	06	04	02				
20	Kumar Gogoi	C 1	0.2	02	0.1				
29	Dr. Bismita	Geography	03	02	01				
20	Bora		0.5	0.1	0.7				
30	Parag Dutta	Geography	06	01	05				
31	Aminul Islam	History							
32	Dr. Sadananda	History	07		05	01	01		
	Payeng								
33	Dr. M.U.	History	04		04				
	Ahmed								
34	Dr. Diganta	History	04		04				
	Kumar								
	Boroowa								
35	Deepa Saikia	Mathematics							
36	Dr. Gayatree	Mathematics	04	02	02				
	Das								
37	Mr. Nitin	Mathematics							
	Sarma								
38	Dr. Jiwan	Mathematics	08	07	01				
	Krishna								
	Goswami								
39	Ratnamala	Philosophy							
	Rajkhowa								
40	Mrs. Geet Devi	Philosophy	01			01			
	Bhattacharya	1 missopiny	0.1			0.1			
41	Mrs. Arpana	Philosophy	04	03	01				
	Tamuli	1 miosopny			01				
42	Dr. Sunaram	Pol. Sc.	01	01				1	
72	Nath	101. 50.	01	01					
43	Pijush Debnath	Pol. Sc.	01		01				
44	Anjana Devi	Pol. Sc.	01	01	01				
45	Pranjal	Pol. Sc.	01	U1				+	
43	Hazarika	101. 30.							
46		Conclerit	+					+	
40	Dr. Rongmala	Sanskrit							
47	Roy Malarila	Complexit	02		02			+	
47	Ms. Malavika	Sanskrit	02		02				
40	Baruah	DI :	<del>                                     </del>					+	
48	Debajit K.	Physics							
40	Sarma	DI :	6.2	0.0				1	
49	Mrs. Dipsikha	Physics	03	03					
	Kalita								
50	Dr. Jayanta	Physics	10	09			01		
	Barman								
51	Dr. Bhaskar J	Physics	22	21	01				

	Saikia							
52	Mrs. Bhabani	Botany	05		03	02		
	Bora							
53	Mr. Bipul Kr.	Botany						
	Bora							
54	Mrs. Sonjira Hazarika	Botany	01	01				
55	Mr. Bijumoni Bora	Botany						
56	Mr. Joy Kr. Singh	Statistics	02		02			
57	Mrs. Arpana Bairagi	Statistics						
58	Mr. Rajib Baruah	Statistics	01	01				
59	Dr. Mridul Hazarika	Chemistry	01		01			
60	Dr. Kishor Kumar Shah	Chemistry	02	02			2.35	
61	Mrs. Mamoni Phookan Rajkhowa	Zoology	03		03			
62	Mrs. Meena Choudhury	Zoology	03		03			
63	Mr. Suranjan Bhowal	Zoology	05		05			
64	Sidhartha	Computer						
	Saikia	Science						
65	Mausmi	Herbal	05	05				
	Saikia	Science and						
		Technology						
66	Dr.	Herbal	05	05				
	Mandakini	Science and						
	Dutta	Technology						

<sup>\*</sup>ISBN and publishers name, Impact factors, Citation Index, SJR, SNIP have been mentioned against respective names in respective Departmental Profiles.

#### Altogether 386 publications brought out by the faculty members.

#### 3.4.4 Provide details (if any) of

- \* research awards received by the faculty: Nil
- \* recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally: Travel fellowship of Sahitya Akademi received by Mr. Jibon Narah of Assamese department.

#### 3.4.5 Provide details (if any) of

- \* research awards received by the faculty 10 (nine) faculty members awarded Ph. D degree in their respective disciplines in last four years.
- \* recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally.
  - Travel fellowship of Sahitya Akademi to Jibon Narah, youth award to Arindam Barkataki.
- \* Incentives given to faculty for receiving state, national and international recognitions for research contributions.
  - Faculty members are encouraged to do such work that could help them to receive recognition from the state, national and international bodies.

#### 3.5 Consultancy

### 3.5.1 Give details of the systems and strategies for establishing institute-industry interface?

There is no system or strategy in the institution for establishing institute-industry interface.

### 3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?

The Institution undertakes UG teaching. It has no consultancy service.

### 3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?

The Institution has no Consultancy service. However, it encourages the staff to utilize their expertise and available facilities for consultancy services at individual level.

### 3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.

=>One faculty member Dr. Sanjib Kumar Borkakoti offered service to Hyderabad based firm Kshetra, which was engaged in preparation of dossier for Majuli to be

submitted to UNESCO for World Heritage site proposal. He has also been made a member of Majuli Cultural Landscape Management Authority by Govt. of Assam.

## 3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?

=>The college has generated no income from consultancy service. Hence no income generated from Consultancy service has been used for institutional development. However, there is potential for such service as the college has a huge pool of experts in different disciplines. The management is considering it. We can offer services like cartography, Industrial consultancy, Nano technology etc.

#### 3.6 Institutional Social Responsibility (ISR) and Extension Activities

## 3.6.1 How does the institution promote institution-neighborhood-community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?

=>The institution plays a positive role in promoting community service. The college engages its staff and students in the development of neighborhood areas and in community development service.

The NSS wing of the College undertakes cleanliness drive in neighborhood areas and organizes street corner meetings in nearby areas to make people aware about the value of cleanliness and other hygienic ways. It organized recently a blood donation camp under Red Ribbon Club, associated with Assam AIDS Control Society where more than 40 staff members and students donated their blood. The NSS unit arranges blood for needy persons.

The NCC cadets are pressed into service like evacuating affected people during floods, artificial floods etc. Recently they staged a street drama on the need to create awareness about AIDS on the occasion on World AIDS day in collaboration with the NSS wing of the college. They help the police administration of the district very often to man the traffic of the town.

The Women Study and Welfare Cell functioning in the College also undertakes welfare measures for women in neighborhood. Students encouraged and guided by Faculty members collect data about socio-economic condition of the people of select villages, educate the women of marginalized section about Human Rights, need for eco conservation etc.

### 3.6.2 What is the Institutional mechanism to track students' involvement in various social movements / activities which promote citizenship roles?

=> Extension programme and value based courses available at the college help students develop sense of social responsibility. Students of the college are encouraged to get encouraged in NCC wing or in NSS or in Scouts and Guides.

Various Associations, Bodies and Cells like Students' Union, Science Society, Women cell functioning in the Institution keep record of student involvement in various social activities. They are time and again asked to play positive role in the society and submit the details of their involvement in social activities on the basis of which they are given some responsibilities in any students' activities programme. Students are very often taken to visit jail to spread social and spiritual message of Gandhi, Vivekananda et al. They are taken to State Home where they mix with inmates and share with their thinking.

Quizes are organized to improve the knowledge of the students belonging to slum areas. Training camps for farmers are organized at the college to sensitize them about harmful effects of pesticides, insecticides, chemical fertilizers etc. The college popularized vermicompost in the neighbourhood as a cheap and sustainable means of increasing agricultural productivity.

### 3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?

=>The institution always solicits the stakeholder's perceptions on the overall performance and quality of the institution. It does so through open meetings and group meetings or individually. It encourages alumni to hold their executive meetings as many times as possible and give suggestions as per their perception about how to improve the functioning of the college Parent-Teacher meetings are held to get feedback of their perception. They are encouraged to inform either directly or indirectly to give valuable inputs regarding the quality of teaching, new courses, programmes and co-curricular activities. The Institution also encourages prominent citizens of the town to offer their suggestions about how to improve the infrastructure, quality education and etc.

# 3.6.4 How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students.

=>The institution plans its extension and outreach programmes in Departmental meetings as per syllabus and meetings held by Centres. Departments like Botany, Zoology, Geography and Environmental Studies take decision in consultation with students and with permission from the authority take students for Field Studies. College students are also taken for Excursions to different places on Educational tours.

There is budgetary provision where a lump sum of rupees three thousand is earmarked for each department. For last four years this budgetary provision is there.

## 3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/International agencies?

=> Teachers in charge of NCC, NSS etc. encourage the students to take membership of these agencies. In the beginning of sessions students are motivated to join these organizations. To join other agencies like Scouts and Guides students are encouraged and during extension activities they are well cared for.

Dr. S. K. Borkakoti is a member of World Heritage Sub-committee of Archaeological Survey of India. He is also president of an international organization named society for Srimanta Sankaradeva. Mr. P. K. Gogoi is a member of National Disaster Management Cell of Nagaon district.

## 3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from underprivileged and vulnerable sections of society?

#### **Social Survey:**

The Women Study and Welfare Centre conducted

i) A UGC sponsored extension programme at Bengana ati Dasgaon which was mainly a survey work and was done from 13-05-2010 to 17-05-10. The aim of

the survey was to find out the literacy rate, socio-economic as well as health and hygienic condition of the people of that locality. The survey also included the status of women in their family. A sample of 60 households was selected by the method of "Simple Random Sampling" without replacement using Random Number Table. The people of that locality belong to SC category.

In the surveyed area majority of people are mostly labourers. Most of the families have their houses under IAY. Many of them had no toilet facilities and proper sanitation. However, they used modern gadgets like mobile phone, television sets. Families used underground water for drinking water purpose.

- ii) The Women Study Centre in collaboration with some dentists surveyed on 28<sup>th</sup> Jan. 2011 on condition of teeth of people living in Morikolong area. They found large cases of dental diseases prevailing among the deprived section. The centre made the people aware about need to keep their teeth clean.
- iii) The Women Study centre studied Socio-Economic status of the girl students in Nagaon town. They studied under different parameters like economic status in line with caste and community. They found economic status of the girls belonging to religious minority community is very low. Their families are not serious regarding female education and sanitation. Again, girls belonging to both religious and linguistic minorities supplement families' income by doing labour in others' households.
- iv) The Women Study Centre organized a Literacy Programme at Rampur Satra, Bordowa where it was found that most of the women were not able to read and write except their names. The Centre motivated students of the area to undertake literacy drive among the illiterate women residing in their neighbourhood.
- v) The Women Study Centre organized an awareness programme on a prevailing social evil like Witch Hunting in Salna Tea Estate, an area prone to witch hunting, on 15<sup>th</sup> Nov. 2012. Students of the college participated and spoke to the people about the impact of this evil on the society and on the individual. They made people aware about penal provisions for this evil practice.
- vi) The Women Study Centre organized a workshop for skill development from 22 to 29 April 2013 on Water hyacinth. About 47 students of 2<sup>nd</sup> and 4<sup>th</sup> semester students were trained for making different types of bags using this material.

- vii) The Women Study Centre organized a Health Awareness campaign at Bebejia on 23<sup>rd</sup> June 2013 among the girl school students targeting adolescent group. College students present there spoke on the need for maintaining hygiene for a healthy life.
- viii) A Woman Health Care programme was taken on 9.6.14 at Jamaguri to make aware women about hygienic necessities.
- 3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated.
  - =>When students belonging to Economics and Statistics departments go for survey works in neighborhood area they collect data about socio-economic condition of the locality and at the same time learn how to prepare questionnaire, make surveys etc. This helps them in the course works in Post Grduate level too. Thus they gather valuable skills.
- 3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?
  - =>The Institution has undertaken a number of reach out activities during last four years. Programmes on Human Rights, Women Empowerment, Health Awareness etc. held in villages and other areas have received tremendous support from the community. Before holding such meeting sufficient publicity is made and students are involved in it. Local people are involved by making them participate like including them in committees, giving them chance to present their views on the topic etc. They are encouraged to have free discussion on the issues.
- 3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.

The College maintains good relationship with other institutions in the locality and undertakes joint extension activities. Woman Study and Welfare Centre of the College organized a survey work in collaboration with Nowgong Girls' College. It too held workshops and extension works in collaboration with RARS, Sonaibali

High School etc.

3.6.10 Give details of awards received by the institution for extension activities and/contributions to the social/community development during the last four years.

Nil.

#### 3.7 Collaborations

- 3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.
  - =>The College is not a Research centre. It has no collaboration with other bodies regarding research. However, when required for Biotechnology, the nearby Agricultural Research Centre allows to use its Laboratory and Fisheries College, Raha helps the faculty. Moreover, the biotech hub of the college is used by researchers of different colleges.
- 3.7.2 Provide details on the MoUs/collaborative arrangements (if any) with institutions of national importance/other universities/ industries/Corporate (Corporate entities) etc. and how they have contributed to the development of the institution.
  - => The college has entered into an agreement with the State Bank of India for opening an ATM in its premises.
- 3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment / creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories / library/ new technology /placement services etc.
  - =>Institutions like ICICI bank and some other private security agencies are in touch with the college to recruit their personnel from the campus. , a Bangalore based company conducted a seminar in the college on Entrepreneurship programme.

However, no industry, institution etc. have come forward to augment infrastructure of the college. In recent times State Bank of India has come forward to launch commercial activity here in the form of an ATM.

## 3.7.4 Highlighting the names of eminent scientists/participants who contributed to the events, provide details of national and international conferences organized by the college during the last four years.

=> Dr. M.C Rath of BARC, Prof. R.B.Bhattacharya and Dr. S.K. Nayak of GIIT participated in a national workshop on the Effects of Mobile Phone Radiation on Human and Animal Health as well as on the Environment. Prof.Nirankar Srivastav and Prof. P.Nayak of NEHU, Shillong and Prof. S.C.Kakaty of Dibrugarh Univ. came to college as resource persons to attend a national seminar on "Problems of Industrial Labourers of Assam" organized by Economics and Statistics depts. and interacted with students and teachers. Prof. Gopal Ch. Khan from Burdwan University, Prof. Sivnath Sarma and Prof. Sourav Pran Goswami from Gauhati University attended a seminar on Gandhian Study and later interacted with Philosophy faculty and students about possible research line on the topic. Prof. Apurba Kr. Baruah of Political Science from NEHU, Shillong visited college and interacted with faculty and suggested on some unexplored research areas in the subject.

## 3.7.5 How many of the linkages/collaborations have actually resulted in formal MoUs and agreements? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated -

i. Curriculum development/enrichment

Nil.

ii. Internship/On-the-job training

Nil.

iii. Summer placement

Nil.

iv. Faculty exchange and professional development

Nil

- e) Research
- f) Consultancy

Nil

c) Extension

Nil

d) Publication

Nil

i) Student Placement

Nil

j) Twinning programmes

Nil

k) Introduction of new courses

Nil

1) Student exchange

Nil

m) Any other

Commercial operation by SBI in the form of ATM.

### 3.7.6 Detail on the systemic efforts of the institution in planning, establishing and Implementing the initiatives of the linkages/collaborations.

: The college has developed infrastructure for setting up the ATM of SBI.

Any other relevant information regarding Research, Consultancy and Extension which the college would like to include.

An Associate Professor of Assamese, Jibon Narah has been engaged in forstering ethnic unity through his NGO in a big way. It is a huge extension work.

### CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

#### 4.1 Physical Facilities

### 4.1.1 What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?

=> The College has a well-defined policy for creation and enhancement of infrastructure to facilitate effective teaching and learning. The college has added more than forty thousand sq. feet built up area after the last Accreditation to accommodate new programmes and subjects opened. The IQAC functioning in the college apprises the college authority about the infrastructure requirement after taking into account the number of classrooms required keeping in view of the introduction of new programmes, subjects, library facility etc. and the semester system. The Institution has a Planning Body comprising faculty, office staff and other stake holders. The matter is discussed in the Planning Body meeting. It is again passed on to the Finance Committee for approval. Following that it is sent to the Governing Body for approval. After it the Construction Committee is entrusted with to undertake the work.

The college has a well equipped seminar hall which also serves as an auditorium with sophisticated audio-visual facility.

The College has 50 kw capacity solar energy supply that ensures uninterrupted supply of power to ICT related teaching-learning process and to departments and class rooms for smooth and comfortable conduct of classes. Each department of the institution, administrative office and the library are provided with connectivity of internet with 2 Mbps leased line.

The college has its own transformer so that voltage fluctuation so endemic in the state does not create problem.

The college is continually updating its automation facilities. The college has a number of Interactive boards and LCDs that provide the right ambience for the effective conduct of academic programmes.

Science laboratories are well equipped to meet the needs of the students and also for research related project works. The college has Physics laboratory where major projects are carried out, Botany laboratory which is also equipped with an

advanced Biotechnology laboratory for carrying out research work, a Bio-tech hub for research activity in Life Science, a Herbal Science and Technology laboratory for M.Sc. programme, Zoology laboratory which is also used by students belonging to Bio-informatics Dept., Chemistry laboratory, Statistics laboratory, Geography laboratory and Education laboratory.

The college has ten number of smart classrooms with all facilities like laptop, interactive board etc.

The college has an automated language lab system having the facility of voice recording, playback, one-on-one interaction etc. for language learning and enhancement of effective communication skill.

#### 4.1.2 Detail the facilities available for

a) Curricular and co-curricular activities – classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, Animal house, specialized facilities and equipment for teaching, learning and research etc.

There are 38 classrooms that can accommodate general class and tutorial space. It includes ten smart classrooms apart from laboratories for each practical subject, one seminar hall, two Botanical gardens and one Orchid House. Botany and Physics departments have improved laboratories that facilitate experiments for Major Research Projects. There is an improved laboratory for M.Sc in Herbal Science & Technology department. There is a Biotech Hub for research work in plant biology.

The Zoology department maintains a museum. It has a rich collection of rare species.

There are vocational education centres in the college that comprise laboratories fitted with latest equipment. The college has a training centre for fashion designing, tailoring and stitching equipments, a centre for repairing and maintenance of electronics goods. The college has a Computer laboratory where twelve computers are installed for use by students. There is a seminar hall with audio-visual facility that can accommodate one hundred and twenty persons.

b) Extra –curricular activities – sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.

The Institution performs satisfactorily in Sports activities. It has a small field where students engage in sports activities. In big events the college requisitions the stadium field of the town. Indoor games are played in the Indoor stadium located in college campus which has badminton court, table tennis boards etc. There is a basket ball court in the college premises. A Gymnasium Hall is there with multi-gym equipments. Indoor stadium and seminar hall are used very often as auditorium.

The NSS and the NCC are functioning in the college.

The NCC has both Boy's and Girls' wings. It has a store room and an office room inside college campus.

There is an NSS unit in the college. It has an office room

There is a Yoga centre where trained personnel impart yoga training.

Students of the institution take part in cultural activities held in college and also in Youth Festivals organized by Gauhati University.

Debate competitions are organised two times annually, one at All Assam level.

Campus of the college is kept clean in which NSS members and the NCC cadets cooperate.

The college has sufficient green coverage and different species of plants and trees dot its premises.

Buildings are whitewashed annually and its floors are cleaned regularly.

Drinking water facilities with aqua guard system, water cooler are available in college premises. There are twenty-four hour running water facility.

- 4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution/ campus and indicate the existing physical infrastructure and the future planned expansions if any).
  - => The Institution has augmented the infrastructure to keep pace with academic advancement and growth. Apart from adding structure it has upgraded science laboratories, added instruments and equipments in existing laboratories and updated computer configurations.

During last four years about twenty-five thousand sq. ft. built up area has been added to infrastructure that include construction of Indoor stadium, Gymnasium, Political Science, M.Sc. in Herbal Science & Technology, second floor of the administrative building etc. This has added 19 (nineteen) class rooms and departmental rooms.

The following chart shows the amount of money spent in last four years to augment infrastructure.

Financial Year	Amount
2010-11	Rs. 18,561,97/-
2011-12	Rs. 51,559,49/-
2012-13	Rs. 38,210,76/-
2013-14	Rs. 25,71,231/-

#### Annexure V

### 4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?

=> The institution has facilities like toilet, ramp etc. to ensure that infrastructure facilities meet the requirements of students with physical disabilities. All the teachers and staff have been instructed to take special care of such students whenever they seek help. During examination they are provided seats on the ground floor.

### 4.1.5 Give details on the residential facility and various provisions available within them:

- Hostel Facility Accommodation available
   There are two hostels inside college campus for girl students that accommodate 90 borders.
- Recreational facilities, gymnasium, yoga center, etc.

A state of the art gymnasium is there in the college campus. It remains open till 9 P.M.

There is a yoga centre in the college and hostel borders are given yoga training by professional trainers.

Hostels are well provided with recreational facilities like TV sets, carrom board etc. for recreation of students.

- Computer facility including access to internet in hostel.
  - : Computer facilities are available in hostel. However, individual dungal service is used while using internet.
- Facilities for medical emergencies.
  - : There is First-Aid box inside hostels. In case of emergency doctors are called in.
- Library facility in the hostels:

There is no library facility in the hostels. Hostels being very close to the College Central Library borders do not feel the need for a separate hostel library.

>Internet and Wi-Fi facility

Internet facility is available in the hostel. However, boarders are required to use their own dungle.

- Recreational facility-common room with audio-visual equipments:
   In each hostel there is one common room with audio-visual equipments.
- Available residential facility for the staff and occupancy:

Hostel wardens along with other members of support staff reside inside hostel. Constant supply of safe drinking water:

Hostels have twenty-four hour purified drinking water supply provision. Drinking water is safe and is collected from underground.

- Security
  - The college hostels have high brick walls on its four sides and are fitted
    with halogen bulbs to light at night. Various vulnerable points in the
    college premises are kept under surveillance through CC cameras.

College night watch man and the night watch man of the NCC store keep vigil in the campus. So the hostels have full security.

### 4.1.6 What are the provisions made available to students and staff in terms of health care on the campus and off the campus?

=> The College has a medical cell where first-aid box is available. The college being situated very near to the hospital and a number of nursing homes and

pharmacies remaining present nearby there is no difficulty to avail medical help in time of emergency.

4.1.7 Give details of the Common Facilities available on the campus –spaces for special units like IQAC, Grievance Redressal unit, Women's Cell, Counseling and

Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces

for staff and students, safe drinking water facility, auditorium, etc.

=> There are separate rooms for special units like IQAC, Grievance Redressal Cell, Women's Cell, Counseling and Career Guidance Cell, Medical cell etc. There is a well furnished canteen attached to the Administrative Building where eatables are provided at subsidized rates. There is a seminar room. Indoor stadium and seminar hall are occasionally used for the purpose of auditorium. There are a number of aqua guards installed at different points in the campus to provide safe drinking water to the students, employees and the staff. Students use their respective common rooms and

#### 4.2 Library as a Learning Resource

Indoor stadium for recreational purpose.

4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?

=> Yes. The library has an Advisory Committee consisting of teachers from different streams. The composition of the library committee is:

Principal: Chairperson

Librarian: Member Secretary

Three members from Science Faculty.

Three members from Arts Faculty.

The following are a few significant initiatives of Library Advisory Committee:

- 1. SOUL Software (1.0 version) was installed in 2008.
- 2. SOUL Software (2.0 version) was installed in 2013.
- 3. Provided a clean and hygienic atmosphere with proper physical facilities to make the library more user friendly.
- 4. Using Barcode technology with the initiative of the Library Advisory Committee.
- 5. Introduction of Library Orientation Programme for fresh Major students.

6. Offered suggestion to the authority to construct the second floor of the main Library building to increase the book stocking area.

#### 4.2.2 Provide details of the following:

\* Total area of the library (in Sq. Mts.)

Reading Room: 220 SqMt.

Stack Area: 180 SqMt.

\* Total seating capacity

: 100(Reading Room)

\* Working hours (on working days, on holidays, before examination days, during examination days, during vacation)

Working hours	From	То	Total
On working days	10 a.m.	4.30 p.m.	6.30 hrs.
On holidays			
Before	10 am	4.30p.m.	6.30 hrs.
examination days		_	
During	10 a.m.	5 p.m.	7 hours.
examination days			
During Vacation	10 a.m.	4. 30 p.m.	6.30 hrs.

- \* Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources) = Annexure VI
- 4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.
  - : Each faculty member suggests the titles of books and journals needed for study and teaching. This is forwarded to the Library Committee. The Library procures these after cross checking the availability of these books in the library.

Library Holdings			Year – 2 (2011-12)			Year – 3 (2012-13)		Year – 4 (2013-14)	
	Number	Total Cost	Number	Number	Total Cost	Number	Total Cost	Number	
Text books	930	2,10177.00	339	930	2,10177	339	1,70244	926	
Reference Books	1852	717921.00	328	1852	717921.	328	1,07953	153	
Journals/ Periodicals	20	13453.00	23	20	13453.	23	17,754	23	
e-resources	NLIST		NLIST	NLIST		NLIST	FREE	NLIST	
Any other (specify) (News Paper)		11243.00			11243		13,552	09	

### 4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

: In regards to the provision of ICT the library has deployed following ICT tools:

Computer: 5

Printer: 2

Scanner: 1

CD/DVDs: 95

Audio Cassette: 4

#### \* OPAC

: OPAC facility is available in library through SOUL 2.0 software.

- \* Electronic Resource Management package for e-journals
- \* Federated searching tools to search articles in multiple databases
- \* Library Website

: At present Central Library does not have its own web site. But sufficient information is available in college website about the library.

- \* In-house/remote access to e-publications
  - : User id and passwords are made available to students to in house access of NLIST Journals
- \* Library automation

At present the Catalogue module, Circulation module and OPAC facility are available through SOUL 2.0 software.

\* Total number of computers for public access

: 3

\* Total numbers of printers for public access

: 2

- \* Internet band width/ speed □ 2mbps
- \* Institutional Repository

: Yes. The library has an Institutional Repository where publications of faculties and college publication cell, college Magazine and Research Journal are kept in printed form.

: Content management system for e-learning

: Nil

Participation in Resource sharing networks/consortia (like Inflibnet)
Nil.

#### 4.2.5 Provide details on the following items:

\* Average number of walk-ins120 to 150 students visit library on working days.

\* Average number of books issued/returned

: Average no of books issued: 80/day

Average no. of books returned: 65/day

Ratio of library books to students enrolled: 28:1

- \* Average number of books added during last three years: 1350
- \* Average number of login to opac (OPAC): 10-15
- \* Average number of login to e-resources: 5
- \* Average number of e-resources downloaded/printed: 3
- \* Number of information literacy trainings organized
- \* Details of "weeding out" of books and other materials
  - : Books specially less important and text books out of syllabus are identified and placed in store room.

#### 4.2.6 Give details of the specialized services provided by the library

\* Manuscripts

No manuscript is available at College Library.

- \* Reference
  - : There is a reference section in the college library.
- \* Reprography
  - : All the reprography works relating to college library is done at Library photocopy centre. Students also take benefit of this at nominal rate. Students can photocopy reference materials from amenities centre.
- \* ILL (Inter Library Loan Service)
  - : Nil. However, teachers and students in their individual capacity borrow books from District Library and other libraries. The college principal remains guarantor in such cases.
- \* Information deployment and notification (Information Deployment and Notification)
- \* Download: Yes
- \* Printing: Yes
- \* Reading list/ Bibliography compilation: Students are intimated about the new arrivals of books and other materials in the library.
- \* In-house/remote access to e-resources
- \* User Orientation and awareness : Once in a year
- \* Assistance in searching Databases
  - Yes. Library personal helps the students and teachers in searching their books in computerized database.
- \* INFLIBNET/IUC facilities
  - : SOUL software and NLIST.

### 4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the college.

- : Library staff always helps teachers and students in searching their required books and other information. Following support services are provided to the students by library:
- i) Providing orientation to the resources of the library to fresh students.

- ii) Searching/Browsing books and Journals.
- iii) photocopying the reference materials.
- iv) Searching books in OPAC.
- v) Searching old Issues of Journals.

### 4.2.8 What are the special facilities offered by the library to the visually/physically challenged persons? Give details.

: The College does not have visually challenged persons as of now. As regards the physically challenged persons, the Library staff assists the physically challenged persons in obtaining documents. They are also given top priority while issuing books.

# 4.2.9 Does the library get the feedback from its users? If yes, how is it analysed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analysed and used for further improvement of the library services?)

: The library seeks feedback from the users from time to time through visitors register from the Remarks/Feedback column and suggestion box placed at library. Sometimes library authority seeks feedback directly from the students and faculty members through interaction. After analysing the feedback report, as per requirements librarian try to improve library facilities for its users in consultation with the higher authority.

#### 4.3. IT Infrastructure

### 4.3.1. Give details on the computing facility available (hardware and software) at the institution.

• Number of computers with Configuration (provide actual number with exact configuration of each available system)

There are a total of 60 Computers in the college among which there are 6 Laptops and 2 are Server Computers. Location wise, these are as follows: Departments: 21, Computer Laboratory: 12, Library: 04, Office and Amenities Centre: 07, Language Laboratory: 10 Zoology Department: 05, IQAC: 2

• Computer-student ratio: 1:31

• Stand alone facility: 11

• LAN facility: 34

Licensed software: SOUL, Office Automation Software, Windows Software,
 Viz, Windows XP 2000 and Windows 2007, Antivirus Software,

• Number of nodes/ computers with Internet facility

=>The Departmental Computers are provided with Internet Facility and are maintained by the departments. Students can access Internet facility from the Departments. However, the Library Computer as well as the Computers in the Computer Laboratories also have internet facility through LAN. The students can access internet through these computers. There is also Wireless network facility in the college and internet access through wireless is also possible in the college campus.

• Any other

### 4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?

=> Every department is being provided with a computer set along with printer and Internet connection. Students can also avail internet facility at Amenities Center.

The college upgrades its IT infrastructure and associated facilities by purchasing New Hardware as well as software whenever it is required for office purpose, for teaching-learning purpose, for library purpose or for any other purpose. The college office and the library have full automation.

### 4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?

=>All the departments, college office, library etc. are equipped with computer facility. So there is no immediate plan to deploy more computers on the campus unless demand arises. Upgrading of the IT infrastructure and associated facilities are done regularly for which College Governing Body is generous enough to sanction money.

# 4.3.4 Provide details on the provision made in the annual budget for procurement, upgradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)

=>The college authority is liberal in sanctioning money for purchase of computer or to improve configurations of the existing computers or for the maintenance of the existing computers.

There is no such budget allocation year-wise for procurement, upgradation, deployment and maintenance of computers. The college spent Rs. 27,400/- in 2009-10, Rs.1,16,790/- in 2010-11, Rs. 1,10,433/- in 2011-12, Rs. 3,27,325/- in 2012-2013 and Rs 1,23,894/- in 2013-14.

## 4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/learning materials by its staff and students?

=>There are ten departments which have smart class rooms having computer, white board etc. Teachers use these as resources for their teaching. Faculty of Computer Application and Science department organizes FID programmes to assist other faculties of the college to prepare computer aided teaching/learning materials. They also help them to learn about the working of all peripherals like printers, scanners etc.

# 4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching - learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.

=> There is a paradigm shift in teaching-learning process. Now teaching is not teacher centric. It is student centric. Now students demand that teachers play the role of facilitators.

Keeping the students' learning at the centre of everything, the college induces and encourages its teachers to acquire more knowledge in soft skills that can help them imparting computer- aided teaching skills. Internet facility is available in every department. Smart class rooms are available for ten departments where LCDs are available to be used as projectors for effective teaching. The Computer faculty and

the Electronic Repairing and Maintenance instructor are always present to provide assistance whenever required.

## 4.3.7 Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?

: No, the Institution does not avail the National Knowledge Network connectivity directly or through the affiliating university

#### 4.4 Maintenance of Campus Facilities

# 4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)

=> During last four years the Institution has made optimal allocation and utilization of the available financial resources. As a result, despite a slew of new programmes and courses being launched and new courses introduced in the college there is no dearth of class room, class room furniture, computers or equipment for science subjects. The following table shows how there is manifold increase of allocation and utilization of funds for the above items.

Sl.	Items	2009-10	2010-11	2011-12	2012-13	2013-14
No.						
a.	Building	25,83,419/-	18,561,97/-	51,559,49/-	38,210,76/-	25,71,231/-
b.	Furniture	9,500/-	12500 /-	2,093,40/-	133081 /-	9,42,500/-
c.	Equipment	3,54,335/-	13,095,48/-	3,296,44/-	15,808,66 /-	51,38,600/-
d.	Computers	27,400/-	116790/-	1,10,433/-	3,27,325/-	1,23,894/-
e.	Vehicles	Nil.	Nil	Nil	Nil	Nil
f.	Any other		-	-	-	-

### 4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?

: Equipments in each department are in charge of Head of the respective Department. S/he takes overall responsibility for its upkeep. Any repair or maintenance cost is borne by the college. For maintenance and upkeep of infrastructure the college has various committees which assist the college authority in this regard. The college authority with permission from the Governing Body allocates funds for maintenance work.

### 4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/instruments?

Calibration of the equipments like interactive boards is done by the faculties in computer department. It is done at the outset of every semester. Moreover, whenever any disorder is spotted, re-calibration is done.

### 4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)?

=>The Institution has its own transformer installed on college campus to avoid voltage fluctuation. All sensitive equipments are thereby protected from possible damages. Every room housing such instrument is kept under lock and key. The concerned departments look after the instruments. They are assisted by one Instrumentation Department. Some time outside firms are also roped in to repair any damage.

Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include.

⇒ Nil.

### CRITERION V: STUDENT SUPPORT AND PROGRESSION

### 5.1 Student Mentoring and Support

# 5.1.1 Does the institution publish its updated prospectus/handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

=>Yes, the institution publishes its prospectus annually. The prospectus provides information regarding college rules, courses it offers, course contents, examination system, fee structure, admission procedure and criteria, student facility programmes, Amenities center, Hostel facilities, College discipline, faculty position, study centres and cells run by the college etc. The institution in its staff meeting, general meeting of students, student's union meetings, GB meetings, alumni association and parent-guardian meetings invites any complaint regarding its commitment and if any of such is raised it is addressed to.

The college publishes a bulletin biannually. This bulletin informs the stakeholders about the major activities done in and by the college during last six months.

## 5.1.2 Specify the type, number and amount of institutional scholarships / freeships given to the students during the last four years and whether the financial aid was available and disbursed on time?

=>The college provides liberal concessions in admission fees to students. While doing so, individual merit and financial condition of such students are taken account. Sometimes poor and meritorious students are exempted from paying college development fees. Even poor and meritorious students seeking hostel seats are exempted from hostel admission fees.

Students belonging to ST,SC, OBC, Minority and Differently Able students get scholarships from the central and the state governments. Moreover, to encourage students to perform well in their final examinations, the college offers one thousand rupees each to those who secure first class in their final examination. There is a Student Aid Fund that helps students to get some financial help from the college. The Teachers' Council also rewards Rs. 3,000/- to the best graduate of the college in both

streams. The following chart shows year-wise concessions in admission fees and other incentives:

Item	2010-11	2011-12	2012-13	2013-14	
Student Aid	15,245/- to	14.800/- to	9,100/- to 15	22,450/- to	
Fund 18 students		16 students	students	16 students	
Partial free	Rs.22,500/-	Rs. 18,600/-	Rs. 21,500/- to	Rs. 21,000/-	
ship	ip to 22		20 students	to 18	
	students	students		students	
Hostel free	nil	Rs.1200/- to	Rs. 800/- to	nil	
ship		two borders	01borders		
Incentive	10,000/- to	17,000/-to 17	14,000/- to 14	28,000/- to	
Merit	10 students	students	students	28 students	
Schlorship					

### 5.1.3 What percentage of students receive financial assistance from state government, central government and other national agencies?

=>Students of the college belonging to SC/ST/ Minorities/OBC/Differently Able receive financial assistance from state and central governments scholarship.

More than 60% students get financial assistance from different sources every year.

#### 5.1.4 What are the specific support services/facilities available for

- A) Students from SC/ST, OBC and economically weaker sections:
- => The college offers the following facilities to weaker sections.
  - i) Reservation in admission for various courses as per govt. norms.
  - ii) Priority is given in hostel admission
  - iii) Financial support in the form of scholarships
  - iv) Remedial Coaching and Coaching for Entry into Service are available.
  - v) There is an Equal opportunity centre that gives them mental courage and psychological strength to cope with any stress and strain, whether they are in or outside the college.
    - ✓ Students with physical disabilities.
      - : Physically disable students are given admission out of turn basis. They are

provided financial support and some infrastructure facilities are there on the college campus so that they do not find any difficulty in their routine activities while on college campus.

- ✓ Overseas students
  - : There is no overseas student in the college.
- ✓ Students to participate in various competitions/National and International.
  - : Students are always encouraged to participate in various competitions conducted at state/national level. While they go for University meets the college bears full expenditure and provides staff to accompany them. To attend international/national events they are allowed flexible sessional examination in class attendance and extra coaching if required.
- ✓ Medical assistance to students: health centre, health insurance etc.
  - : The college has a medical cell. Since the college is situated in municipality area and there is ample medical facility in the town there is no necessity to run a separate health centre inside college campus. All the students are covered under insurance at a nominal rate of Rs. 20/- for Rs. 60, 000/-
- ✓ Organizing coaching classes for competitive exams.
  - : Coaching classes for examinations for Entry into Service is conducted for students belonging to SC/ST/OBC/Minority community. Many students who have attended such classes have been selected for state and Defense services. Many have got job in private sectors.
- ✓ Skill development (Spoken English, computer literacy, etc.,)
  - : Spoken English and Computer literacy classes are open to all. Students who are interested to develop their communication skill and computer knowledge can do so by attending class. There are facilities to teach web design, electronic repair, fashion design etc. The college has plans to launch more skill development centres, especially technical skills.
- ✓ Support for "slow learners"
  - : Remedial coaching classes in various subjects are held for ST/SC, OBC and Minority students. For students belonging to general category extra classes are held.
- ✓ Exposures of students to other institution of higher learning/ corporate/business house etc.
  - : College students during their study tour are taken to higher learning

institutions outside the state where they are exposed to the culture and environment of other institutions.

✓ Publication of student magazines:

Student magazine *Anandalekha* is published annually . In 2011-2012 the magazine was adjudged best in the competition held at Gauhati University. Also in the Asom Prakashan Parishad's competition it bagged Excellence award. There is a wall magazine in the name and style *Jowar*. A number of departments have their own wall magazine.

### 5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts:

=>The College imparts training to students in developing entrepreneurial skills by introducing career oriented courses. Web Designing, Electronic Repairing & Maintenance, Spoken English, Fashion Designing & Technology, Mushroom cultivation etc. courses have benefitted students to start their own enterprise units.

The impact found is that some pass out students have opened tailoring shops, Electronic Repairing & Maintenance units, Mushroom cultivation in the town. Many pass out students have become self-empoyed by using these skills.

# 5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.

- \* additional academic support, flexibility in examinations
- \* special dietary requirements, sports uniform and materials
- \* any other

The College has several policies to encourage the students to participate in the extra and co-curricular activities:

- Giving admission to students having proficiency in Sports, Games and cultural activities etc.
- Additional academic support as well as flexible sessional test schedule
- Encouraging such students who show some proficiency in extracurricular and co-curricular activities to participate in state/national meets.
- Bearing full expense to attend Youth Festival and Inter College Meet

- conducted by the affiliated University
- Organizing two debating competitions in a year of which one is at state level.
- Holding quiz competitions, essay-writing competition etc. during college foundation day and college week and on some special occasions.
- Providing blazers to office-bearers of college Students' Union.
- 5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR- NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central /State services, Defense, Civil Services, etc.

: The college does not give coaching for UGC-CSIR-NET, UGC-NET, SLET, ATE/CAT/GRE/TOEFL/GMAT/ Central Services. However, many students have qualified in various competitive exams. The year-wise details are given below:

	Year : 2010		Year : 2011		Year : 2012		Year	: 2013
Jobs In	Appeared	Qualified	Appeared	Qualified	Appeared	Qualified	Appeared	Qualified
Central	00	00	00	00	00	00	00	00
Services								
Defence	07	02	06	02	09	05	08	05
State	26	07	17	05	36	17	58	36
Private	DNA	DNA	DNA	DNA	DNA	DNA	DNA	DNA
Co.								

DNA: Data not available

### 5.1.8 What type of counseling services are made available to the students (academic, personal, career, psycho-social etc.)

=> During admission time it is compulsory for faculty members to remain present in the institution. They are to remain in their respective departments when the admission process goes on. If any student requires any counseling regarding certain subject s/he is free to take suggestion from any of the teaching staff. Students are always advised to approach teachers of respective disciplines for any specialized counseling

The college has almost fifty percent lady teachers. In personal matters our lady teachers come forward to counsel girl students. While any special case comes to the notice of anybody the Women Study and Welfare Cell is referred to take up the matter from human angle.

All the teachers maintain coordinal relation with the students. So, students do not feel shy to discuss personal problems with any of the teachers. Teachers provide information to outstation students regarding the address of accommodation facilities and area where it is safe to reside in etc.

There is a Career Guidance cell in the college that gives students counseling regarding choice of subjects or course for their future career.

Equal Opportunity Centre run in the College with assistance from UGC gives psycho-social support to students belonging to SC/ST/OBC.

There is a Grievance Redress Cell where students can place their grievances for redress. There is a Gender Sensitizing Against Sexual Harassment Committee that sensitizes students about consequences of sexual harassment, how to face such harassment etc.

# 5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If 'yes', detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).

=> The Institution has a Career Guidance Cell, in-charge of a senior teacher. Ample sensitization is made by holding meetings, displaying banners, festoons and notices for students regarding the activities of the cell. Experts on the field are also invited to the college to inform students about career opportunities. Any

advertisement for jobs for which our students can be eligible are displayed on college notice board. Coaching for entry into services is rendered to students belonging to SC, ST, OBC and Minorities. Many students who have been given regular coaching have been selected for various state govt. services over last three years. Students belonging to SC, ST, OBC and Minority community are given free coaching for entry into service. They are given training how to develop their personality and how to prepare to face interview.

Campus interviews are not conducted in the college. However, most of our students get selected in state government jobs and for private sector jobs.

### 5.1.10 Does the institution have a student Grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.

=> Yes.

There is a Student Grievance Redressal Cell that is being run for last nine years. Students are encouraged to express their grievances freely and frankly. The cell takes up grievances arising out of teacher-student relationship, student-student relationship, student-office interaction, hostel facilities, college amenities and services, evaluation in sessional examinations, library facilities, regarding attendance and lecture shortage etc.

During last four years 11 (eleven) grievances from students are reported. All those were addressed to.

### 5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?

=>If any sexual harassment is reported the college authority will refer it to the Grievance Redressal Cell and considering the nature of that offence action is taken. In minor cases the matter will be resolved at the initiative of teachers. In serious cases parents will be involved and settlements done in their presence and with their consent. But in most serious cases College authority on the recommendation of the Inquiry Committee and the Grievance Redressal Cell will take drastic action, sometimes expelling guilty from the Institution and sometimes informing Police to take appropriate action. However, till now not a single case of sexual harassment has been reported.

The college takes pride in the amicable atmosphere that prevails in the

campus.

There is a Gender Sensitising Against Sexual Harassment Committee that sensitizes students against the crime. In student meetings students are always reminded of the impending consequences for any sexual harassment. Posters and Banners are put up, wall writings are scribed to make students aware about the need for gender equalization.

### 5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

=>There is an anti-ragging committee in the college. However, the college has a healthy tradition in which old students extend warm welcome to new entrants. For first some days in the beginning of a new session, faculty members keep close watch on any unwelcome incident. Banners, wall-writings ask the students not to indulge in any kind of ragging.

During last four years only one case of ragging was reported to the authority. The authority on the basis of the recommendation of the Disciplinary committee issued compulsory transfer certificate to students who were involved in ragging.

### 5.1.13 Enumerate the welfare schemes made available to students by the institution. Financial:

Students in the college are eligible for availing financial help from the poor boys fund of the college. The institution has provision to exempt poor students from paying college development fees. In deserving cases the authority is empowered to exempt upto two thousand five hundred rupees in admission fees. Students belonging to ST, SC, OBC, Minorities and also Physically Disable students get financial help from the state and the central governments. Financially weak students are given help from Students Aid Fund. They are allowed to borrow additional books from college central library.

#### **Academic:**

Free remedial Coaching is available to SC,ST,OBC and Minorities students. Book Bank for meritorious students is available.

Communication skill Development facility is available in the college.

Career Guidance Cell is working for students . Extra attention by way of taking extra classes is given to meritorious students.

Free coaching for entry into services is given to students belonging to SC/ST/OBC and to students belonging to Minority community. College teachers engage themselves in giving free coaching to general category students for Teacher Eligibility Test. .

#### Co-curricular:

Sudents participating in University Sports or Cultural Meets are provided TA and DA. NCC and NSS cadets and volunteers are provided refreshments.

#### **Social Security**:

There is student insurance scheme where students pay only Rs.20/- (twenty) only for insurance cover of Rs. 60,000/-.

#### **Amenities centre:**

There is a centre in the college which provides photo copy facility for one rupee per page for college students and lamination facility @ Rs.10/- per page and internet facility for Rs.5/- per hour.

**Canteen Facility**: There is a well furnished canteen inside college campus that provides eatables and tea at subsidized rate.

# 5.1.14 Does the institution have a registered Alumni Association? If 'yes', what are its activities and major contributions for institutional, academic and infrastructure development?

=>The institution has an Alumni Association. During last four years it has contributed to the growth and development of the institution. The Association holds general meeting at least once a year.

It undertook a campus cleaning drive on 5<sup>th</sup> Sept. 2012. It donated a Water Cooler in 2013.

Alumni Association contributed for the construction of the ATM booth in 2014. Some of the alumni are members of the College Gym club. All the old students are free to meet college Principal at any time to discuss college affairs. One of the alumni is a member of the IQAC. One of our alumni Dr. Rajen Saikia, an eminent Historian and a Sahitya Akademi Awardee was invited to deliver lecture as Chief guest in college annual function in 2011 and also gave Anandaram Dhekial Phookan

Memorial Lecture in 2007. Another alumni Jatindra kumar Borgohain also received Sahitya Akademi Award. Most importantly Dr. Keshavananda Deva Goswami, an alumni and a former faculty received Srimanta Sankaradeva Award, the highest honour of the state.

Three of our alumni Sri Piyush Hazarika, Haji Aminul Islam, M.L.As of Raha and Dhing respectively and Sri Mrinal Hazarika, President, NSUI, Assam very often come forward to help the institution. They keep regular touch with their alma mater.

On demand from the Association the college increased the student strength in B.A from 450 to 466 and in B.Sc. from 200 to 222 for the session 2013-14. They very often suggest the Principal how to improve academic environment of the college.

#### **5.2 Student Progression**

### 5.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batches) highlight the trends observed.

Student progression	%
UG to PG	Data not Available
PG to M.Phil.	NA
PG to Ph.D.	NA
Employed	
Campus selection	nil
Other than campus recruitment	Approx.34%

5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating university within the city/district.

The following table shows previous performance of three colleges in the town:

Name of the	BA				BSc			BCA				
College	2010	2011	2012	2013	2010	201	2012	2013	2010	2011	2012	2013
ADP College	44%	68%	70%	81%	75%	77%	78%	91%		100%	100%	100%
Nowgong College	77.74%	83.9%	80.2%	87.8%	85%	87%	86%	94%				
Nowgong Girls' College	76.4%	80.3%	78.43%	72.77 %	NA	NA	NA	NA				

### 5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?

=>Our students who pass from this college at their final examinations are encouraged to take guidance from the faculty while opting for other universities/institutions. There is a Career Guidance Cell which also works as a placement cell to facilitate students to get employment. Students getting prepared through Entry into Services Coaching also prepare for appearing in various competitive examinations.

Moreover, several skill based programmes are being run which have helped students to gain entrepreneurial skills and self-employment. Various seminars on available job opportunities are organized. Advertisements are displayed on notice board regarding various vacancies in different organizations.

### 5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?

=> Drop out students are encouraged to take admission in Distance and Open Learning Centre (IDOL) run by the college under Gauhati University and complete the course. Those who are at the risk of failure are encouraged to attend remedial coaching classes and special classes run by college to help weak and slow learners.

The college makes efforts to minimize the dropout rate by:

Holding remedial coaching classes for weak students to facilitate completion of the course

Offering financial help to the needy and deserving students

Issuing books from the Book Bank

Holding special tests to determine their level of proficiency

Interacting with parents & guardians to know exact cause for remaining absent in college for long time and offering ways and means how to solve the problem.

Construction of two Girls' hostels inside college campus and having plan to increase seat capacity of each hostel for next few years.

#### 5.3 Student Participation and Activities

### 5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.

Students of the college are provided with facilities of Indoor games like chess, badminton, carrom, table tennis etc. that can be played in the Indoor stadium. Sports goods for outdoor games like Basket ball, Cricket etc. are available in college and students are encouraged to make use of it. There is a Gymnasium club in college campus, facility of which can be availed by students by paying nominal fees. The College organizes Sports Week every year in Games and events like athletics, race etc. and all the students are encouraged to participate in it.

Cultural Festivals are held twice every year in the College where music, drama and dance competitions are held. Students take part in it. Moreover, college sends teams every year to University to participate in the Youth Festival that includes Sports and Cultural competitions. Students are also encouraged to participate in District, State and National level Sports and Cultural meets.

# 5.3.2 Furnish the details of major student achievements in co-curricular, extracurricular and cultural activities at different levels: University / State / Zonal / National / International, etc. for the previous four years.

The following shows how our students have achieved success in co-curricular and extracurricular activities:

Ms. Sonu Choudhury of TDC first semester (2012-13) became the Champion of Champions in Indo-Sri Lanka Best Carrom series at Gurgaon, Haryana.

Tapan Baidya of first semester (2012-13) secured the winners position in Team Championship (Boys) in 40<sup>th</sup> Sub-junior National & Inter-state Carrom Championship 2012-2013 hosted by Carrom (29)Association of Bengal organized by All India Carrom Federation.

Students of our college have also shown their proficiency in cultural field.

The College team bagged the Best Performance award in Cultural Procession at G.U. Youth Meet for last three years.

Ansuraj Kashyap of 4<sup>th</sup> semester was awarded Best Singer award in Gauhati Unversity Youth festivalin 2012. In All Assam Cultural Meets and Competitions on Bhupendra Sangeet and Jayanta Hazarika Sangeet Ansuraj has bagged several awards.

The college team bagged Best Discipline Group Award for last two consecutive years (2010-11, 11-12) at G.U. Youth Festival meet.

Our student P.P. Nath bagged Best Comedian Award from Gauhati University Youth Festival meets for the last three consecutive years.

Kuldeep Bordoloi was selected as the best editor for the magazine Anandalekha which bagged first prize in GU cultural meet 2011-12.

# 5.3.3 How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

=> The institute has a clearly stated and well-defined mechanism of obtaining feedback from the students to improve the performance and quality of the institutional provisions. Students and teachers use social networking sites like facebook to get inputs. The IQAC collects the exit level feedback from the pass out students regarding learning process.

# 5.3.4 How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/ materials brought out by the students during the previous four academic sessions.

=> The College always involves and encourage students to publish articles, creative writings etc. in college magazine, wall magazine, and elsewhere. The College brings out one wall magazine under the name and style "Jowar" twice a year

where only write-ups by college students are included. The College also publishes its annual magazine "Anandalekha" every year. Students in large number contribute to this magazine. In the session 2011-12, the College Magazine was adjudged the best by the Gauhati University. In the same session it bagged the Certificate of Merit from the Asom Prakashan Parishad, a state government body. Various departments also have put up wall magazines to encourage students to cultivate writing habits.

### 5.3.5 Does the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.

The College has a Student Council under the name and style A.D.P. College Students' Union. It has 16 Portfolios and each has an elective representative of the bonafide students of the college. The Union organizes Sports and Cultural activities in the college. The Office Bearers keep vigil on any anti-student interest activities resorted to by anybody. They provide leadership to the students. They remain active in social outreach activities. No interference is made from the side of the authority in their Union activities.

The election to College Students' Union is made strictly in accordance with Lyngdoh Commission suggestions. When eligible contestants are not found and the portfolio goes unrepresented the Election Body nominates students for vacant portfolios.

The union is funded by the fees collected from students at the start of each session, i.e. at the time of admission. Sometimes the state government is pleased to grant money to sports activities or cultural activities of the college. The government gave grant in 2011-12 to publish college magazine.

The following are the portfolios of the College Students' Union: 1) Vice-President 2) General Secretary 3)Asstt. General Secretary 4) Secretary, Music 5) Assistant Secretary, Music 6) Secretary, Cultural 7) Asstt. Secretary, Cultural 8) Secretary, Debate and Symposium (9) Secretary, Literary and Magazine 10) Secretary, Games and Sports (Outdoor) 11) Secretary, Games and Sports (Indoor) 12) Secretary, Gymnasium 13) Secretary, Students' Aid Fund 14) Secretary, Social Service 15) Secretary, Boys' Common Room 16) Secretary, Girl's Common Room.

### 5.3.6 Give details of various academic and administrative bodies that have student representatives on them.

=>No Student representative is there in any of the academic and administrative bodies.

### 5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution.

=> The College has an Alumni Association and the members of the Association hold their meetings on college campus once or twice a year. They actively help college for enhancing academic environment, infrastructure development, extension work etc. One of our faculty members who is also an alumni acts like a coordinator between the institution and the Alumni Association.

The College keeps regular touch with former faculty members. Retired teachers are invited to attend college functions. Some of them are taken as members in different committees of the college. One of the former faculty is now the President of the college Governing Body. One of them is a member of college governing body. Former faculty members come to college as subject experts or VC nominee for recruitment of teachers or for DPC sittings. There is a proposal from former faculty to form Old Faculty Association.

Any other relevant information regarding Student Support and Progression which the college would like to include.

### CRITERION VI: GOVERNANCE, LEADERSHIP AND

### MANAGEMENT

### 6.1 Institutional Vision and Leadership

6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?

#### Vision:

To make it a center of excellence by imparting quality education in both academic and co-curricular, thereby helping the students build their character and preparing them how to face challenges in life.

#### Mission:

- (i) To disseminate education in humanities, science and vocational courses in the context of present day world scenario, thereby to meet the needs and aspirations of the people of Assam in general and of Nagaon and its adjacent districts of Morigaon and Karbi Anglong in particular, irrespective of caste, creed, religion and sex.
- (ii) To promote scientific temper and orient young minds for teaching and research activities.
- (iii) To build healthy and congenial atmosphere for teaching and learning activities.
- (iv) To encourage innovations in planning, teaching and evaluation to achieve higher level of perfection.
- (v) To promote social responsibility of higher education through community participation and sustainable development.

The college from the time of its inception has the mission of imparting quality higher education to students of Assam in general and of Nagaon and its adjoining districts in particular, much to the benefit of the marginalized section of

the society. The mission statements reflect the desire to address the issues related to imparting higher education to students of the state of Assam. The college has also the mission of giving such education that can help students to compete internationally and nationally. The mission statements reflect the values that the college has been promoting and aspiring to promote and also the tradition to keep

The college faces difficulties while fulfilling its mission. First difficulty is that our students are mostly from backward areas and first generation college goers. To motivate their parents to keep their wards till the completion of the course is a difficult task for the college. Secondly, the college has limited space for large-scale expansion. So while addressing the issues related to imparting higher education to the students the problems like general ignorance of the people of the catchment area about scope of and for higher education, communication bottlenecks etc. are taken into account.

### 6.1.2 What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?

=> The College is a Provincialized one. It is run by Provincialised College Management Rules of the government. The Director of Higher Education appoints the President of the ground level management of the college which is the Governing Body (GB). There are two teachers' representatives and one representative from the office staff in the GB. It has three Guardians' representatives and two affiliating University's nominees. College Principal is the Secretary and Vice-Principal is the ex-officio member. The college has an Internal Quality Assurance Cell. There is an Academic Committee consisting of all the Heads of Departments of the College. There is also a Planning Committee in the College. The Management, Principal, Planning Committee, IQAC and the Academic Committee, Teachers' council work in conformity to formulate and implement the quality policy of the college and plan for its quality sustenance. Sometimes Teachers' Council of the college in its meeting suggests how to improve quality. Academic Committee meetings also suggest how to improve quality of education in the college. In such situations IQAC plans how to implement the policy and suggests the college authority to implement it.

There are various committees such as Finance Committee, Construction Committee, Purchase Committee, Examination Committee, Admission Committee,

Academic Committee which discuss various matters within their purview, for college development and quality maintenance and place their suggestions before the Principal who is also the ex-officio Secretary of the College Governing Body, who in turn places it before the GB. Sometimes respective departments also place their demands for infrastructure development, purchase of books and equipments, procurement of furniture etc.

The Principal cum Secretary places these before the GB. After threadbare discussion on each suggestion/demand the GB takes final decision and asks the Principal to implement it. The College follows the policy of inclusiveness.

The Principal is the administrative head of the College. He is responsible for both the academic and the administrative functioning of the college. Governing Body agenda are prepared by him in consultation with the President. He keeps correspondence with the D.H.E, Assam, UGC branch office, Gauhati University and other offices and stakeholders. All the communications to anybody concerning the college or employees are rotated through him. He also receives reports from different committees of the college that offer suggestions as defined with reference to their functions.

Governing Body encourages the staff to involve itself in college matters actively. It welcomes the staff in the process of decision making in the functioning of the college. The teachers and the Principal maintain cordial relation with each other that helps for all round development of the college. Diaries and Self-Appraisal reports submitted by the teaching staff from time to time and every year respectively help the management to have idea about quality of a teacher and improve academic scenario of the institution.

#### 6.1.3 What is the involvement of the leadership in ensuring:

#### • the policy statements and action plans for fulfillment of the stated mission:

The leadership very often takes stock of the implementation of policy statements and action plans for fulfillment of the stated mission. It reviews off and on achievement of the students regarding their results, participation in co-curricular activities and other activities in the society and striving towards achieving excellence.

### formulation of action plans for all operations and incorporation of the same into the institutional strategic plan:

The Head of the Institution in consultation with the management, faculty and other stakeholders formulates all action plans which in turn are incorporated into the institutional strategic plan.

#### • Interaction with stakeholders

The college makes all out efforts to build a healthy relationship with its stake holders namely Students, Parents and Guardians, Alumni etc.

#### **Students:**

There is a Students' Union in the college and its office-bearers are elected representatives. By holding general meetings in the beginning of the session they are oriented towards the ethos of the college. From the very beginning they are made to feel that they are going to be part of the ideals of the great man in whose name the college is established. The Office-bearers of the Union are provided with blazers. Students are allowed to meet the Principal every day at a particular time for any problem that they face. Students are also free to meet the Vice-Principal at any time if they so need. Principal also calls Students' Union meetings whenever he so desires to discuss any matters concerning the welfare of the college or the students. He too encourages them to offer any suggestion that they want to make for the development of the college or for creating a healthy and congenial atmosphere in the college for teaching-learning process or for curriculum development etc.

#### • Alumnae:

There is an Alumni association in the college.

The Association actively participates in the various activities of the college. It holds its meeting at least once every year in college campus and offers suggestions for academic, infrastructure development etc.

#### • Parents:

Parent-Guardian meetings are held regularly. In these meetings they are encouraged to offer suggestions regarding college development. Parents are encouraged to meet the Principal or the Vice-Principal or the teachers at any time during college hour. The college authority keeps in touch with parents and guardians either through letters or over phone regarding the performance of their

wards in examinations or their activities in college campus. Any grievance from the parents regarding any institutional matter is aptly listened to and prompt action is taken to redress it.

#### • Teaching and Non-Teaching Staff:

Anandaram Dhekial Phookan college is like a family. Everyone shares the weal and woe of everybody. Common feast on special occasions are organized, celebration lunches are arranged, picnic parties are taken out to bring a sense of closeness among the staff members. The GB of the college and the Principal try to address personal grievances of any member as soon as possible and in the best possible manner.

#### • Public:

The college authority values the opinion of the public. It tries to reach out to the public every time. It encourages public to interact with the Principal regarding college matters.

 Proper support for policy and planning through need analysis ,research inputs and consultations with the stakeholders

Reinforcing the culture of excellence:

Participatory leadership is encouraged and ensured at every level to promote the culture of excellence. While constituting committee either by the Principal or by the GB all the faculties are fairly treated. The college organizes workshops, seminars, conferences and arranges extend lecture programmes to keep the teaching staff abreast of recent trends in teaching, research etc. The college sends its staff to other institutions like ASCs and various institutes for further training of the staff members. In this way culture of Excellence is reinforced. Now the college authority mostly makes use of electronic culture while making communication with higher authority or stakeholders.

#### • Championing organizational change:

Any proposal to introduce new programme is submitted to the Principal. These proposals come from the Teachers' Council, IQAC and other stakeholders. The Principal convenes the Academic Committee Meeting and discusses the feasibility of this programme. If accepted the matter is placed before the College Governing Body. If accepted, the Principal takes necessary steps to complete all official formalities for successful implementation of the plan.

At the end of each semester examination, Principal discusses with all the Heads of the Departments on workload for the next semester. On the basis of workload, if need arises, he advertises locally for faculty on contractual basis. Acting on the last Peer Committee's suggestions the college launched a number of vocational subjects and Career Oriented courses. It started new courses and programmes like Human Rights, Human Rights and Duties, M.Sc. in Herbal Science and Technology, Bio-informatics, BCA, Diploma in Fashion and Dress Technology, Web Designing, Spoken English etc.

# 6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?

- =>The college has adopted some effective procedures and constituted bodies for monitoring and evaluating its policies and plans:
- 1. The departments concerned take care of the implementation of the academic policies.
- 2. The Planning Committee plans future development of the institution.
- 3. The Construction Committee looks after construction works of the college.
- 4. The Purchase Committee purchases materials for the construction works and other materials.
- 5. The Finance Committee ensures finance discipline of the college.
- 6. The Disciplinary Committee maintains overall student discipline in the college.
- 7. The Academic Committee is the authority to plan, implement and monitor academic policies.
- 8. IQAC of the college is the nodal body for monitoring and evaluating of the same.
- 9. The Research Committee takes care of the research activities of the college.

### 6.1.5 Give details of the academic leadership provided to the faculty by the top management?

=> The top management of the college is the Governing Body whose Secretary is the Principal. The Governing Body does not interfere with the day to day academic affairs of the college. However, to open a new programme, a new department or some vocational courses and subjects permission of the Body is a must. The Body of course monitors the results, the quality of teaching etc. It sees that students do not

suffer for shortage of regular teachers. Whenever there is any apprehension of possible dislocation of classes due to shortage of teachers on account of death, retirement or any other cause the Principal in consultation with the Governing Body engages teachers on contractual basis. Secondly, the teachers are encouraged to attend Refresher Course, Orientation Programme and go for Faculty Development Programme or attend seminars, workshops and conference etc. To augument Library requirements Departments have been given freehand to purchase books, both text and reference, to meet exigencies.

#### 6.1.6 How does the college groom leadership at various levels?

=>There are various cells/centres in the college. The college authority gives reasonable freedom to persons who remain in-charge of those cells/centres to design, plan and implement schemes. Heads of Departments are also given sufficient freedom to monitor and improve academic standard of their respective departments. There is a Students' Union Body in the college. Office-bearers of the Union are given utmost freedom while implementing plans of their respective portfolios. There are Scouts and Guides, NSS units working in the college which enjoy freedom to groom leadership. There is an NCC unit in the college that grooms leadership. In this way the college grooms leadership at various levels.

# 6.1.7 How does the college delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?

=> The college follows decentralized policy in its governance. Heads of respective Departments are given autonomy to plan their teaching methods, distribute routine among themselves, prepare their lesson plans, purchase books to cover syllabus etc. Academic body consisting of Heads of Departments offer opinions and become a part of any decision taken regarding improvement of departments and academic life of the college. Disciplinary Committee, Grievance Redressal Cell and such bodies are given utmost freedom to take decisions, and no interference is made from the authority in their functioning.

### 6.1.8 Does the college promote a culture of participative management? If 'yes', indicate the levels of participative management.

=> No, the college does not promote a culture of participative management. Financial management is strictly according to Government Rules. College management is done by the Principal under the supervision of the Governing Body. The Governing Body is constituted as per Government Rules.

#### **6.2** Strategy Development and Deployment

### 6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

=>Yes, the college has a formally stated quality policy which has been formulated based on the vision and mission of the college and this policy is the guiding force in planning the activities of the institution.

The Quality Policy Statement of the College is that

The Institution shall endeavour to impart quality education to help students compete on national and internal standards, by developing their spirit of competitiveness, the intellect and reasoning ability without compromising with their sense of moral values and with an added responsibility to the society, community and the nation. Excellence is the key-word in all areas of curricular and extra-curricular activities of the college.

This policy statement of the college is communicated to all the members of the faculty in the beginning of each session.

The IQAC chalks out plans and programmes in the beginning of each session in consultation with all the departments and puts before the authority for approval of its implementation.

For professional improvement which may assure quality education the institution sends its staff to attend various courses, seminars, workshops, conferences etc. This helps them to update their knowledge and skill base. Each department has its own room, departmental library, internet connection, and ten departments are equipped with smart class rooms.

### 6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

Yes.

The College has a perspective plan for development. For infrastructure development the college has a Master Plan where it is shown how to get over space problem while opening new programmes in future. It has an Internal Quality Assurance Cell that plans for academic growth and quality development of the teaching-learning aspect.

The College has N.C.C and NSS units that help students build their character, grow and inculcates in them leadership quality etc. Giving sufficient freedom to Students' Union, authority helps students to develop leadership quality. Different bodies/centres/cells working in the college with stated aims help students for the growth of their personality, leadership quality and their social commitment. Some such cells are Equality Opportunity Cell, Cell to help Differently Able students etc.

The college proposes to open MCA, degree course in Herbal Science and Technology and integrated B. Ed course.

The state government extended a financial grant of Rs. 1(one) crore for infrastructure development. College wants to build a three storey building to house Education and Economics departments with necessary class room and laboratory facilities.

The college also plans to build the 2<sup>nd</sup> floor of the new Hostel building in the next financial year.

There is a proposal to construct  $2^{nd}$  floor of the Main Library building and also Chemistry laboratory.

#### 6.2.3 Describe the internal organizational structure and decision making processes.

=> The College is a provincialized college where service conditions of the teachers and employees are governed by government rules. However, some of the powers have been delegated to a Body called Governing Body that supervises and monitors the administration of the college. Day to day decisions are taken by the college principal but any major decision concerning the college administration, appointment, opening of new programme or department is taken or approved by the GB.

### 6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following

• Teaching & Learning

- Research & Development
- Community engagement
- Human resource management
- Industry interaction

The following are some of the quality improvement strategies of A.D.P College:

#### **Teaching and Learning:**

- 1. Before beginning of the session admissions are made transparently.
- 2. At the beginning of the session an academic calendar is prepared.
- 3. Log books are prepared.
- 4. Teachers arrange their diary.
- 5. Departmental meetings are held to distribute course content and classes are distributed among teachers.
- 6. Junior teachers are briefed by the senior teachers.
- 7. Teaching plans are prepared by respective teachers
- 8. Use of Digital class rooms by certain departments
- 9. Remedial classes for slow learners and special classes for advanced students
- 10. Class room seminars, interaction are held regularly.
- 11. Most of the departments undertake field study and go for project work.
- 12. Departments go for study tour.
- 13. Tests in addition to sessional examinations are held
- 14. Progress of the students both in class test and in sessional examinations are intimated to the guardians.
- 15. Teacher's self appraisal reports are collected
- 16. Some teachers involve themselves in interdepartmental teaching.
- 17. Students' feedbacks are collected for improvement of teaching and learning.

#### **Research and Development**

There is a Research Committee to promote research. This Committee acts as follows:

1. Encourages faculty members to undertake research projects and recommends projects for minor or major research projects to avail external funding.

- 2. Encourages faculty to pursue M. Phil, Ph. D. and Post-Doctoral research.
- 3. Helps faculty members prepare research projects
- 4. Encourages faculty members and coordinates with publishing houses to publish research findings in referred journals.
- 5. Offers guidance to research scholars whenever they face any problem in research works.

#### **Community Development**

1. The college has taken up several programmes as a part of its community service.

It has conducted cleanliness programme in the neighbourhood. It has surveyed the socio-economic status of the people in a nearby village inhabited by minority community. It has organized a number of awareness programmes on Human Rights, Environmental Awareness, Disaster Management, eradication of women's illiteracy, health and hygiene, women empowerment, skill development and entrepreneural activities etc.

- 2. The college undertakes drives in interior areas educating people the need for higher education immediately before beginning of each session. It has also been supporting and strengthening the neighbouring communities through various policies and programmes. Keeping in view of socio-economic and educational needs of the immediate neighbourhood, the college has been contributing to create a conducive atmosphere for academic, social and environmental discipline in and around the area.
- 3. The college encourages neighborhood people to open business establishments in the area that can help the students as well.

#### **Human Resource Management:**

- 1. The college recruits meritorious faculty and efficient non-teaching staff.
- 2. Teachers are encouraged to go for Orientation Programmes, Refresher Courses, Short term Courses and other courses.
- 3. Teachers are encouraged to participate in Seminars/Workshops/Conferences that help for their professional development and quality assurance.
- 4. Teachers are encouraged to go on FDP leave.

- 5. The faculty is provided with Departmental rooms, internet facility, Departmental Library, Common Room, Central Library, Reading Room, Canteen and parking facilities.
- 6. Teaching and non teaching staff are regularly sent for training and courses for their professional development.

# 6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?

=>The college publishes its prospectus every session and a bulletin biannually and these ensure adequate information. The college holds meeting of the parents/guardians, alumni and the public to discuss on matters how to improve quality of the Institution. These encourage them to offer their observations on the activities of the institution and offer positive suggestions. The college holds general meeting of students at least two times a year. It too holds staff meetings at least three times a year. From these meetings and also from student feedbacks, college authority gets adequate information about functioning of college and ways how to improve quality. In these meetings free discussions and exchange of ideas take place.

The College Principal who is also Secretary of the College Governing Body puts before the Body complaints, suggestions and observations of these meetings. GB meetings are called at least four times a year. Also whenever the Principal desires or feels the need to convene extra meeting on some pressing matters or to meet exigencies he can do so.

### 6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?

=>The management is very particular in seeking the co-operation and service of the staff for improvement of the Institution. Apart from their normal teaching duties they are included in institutional processes. They are included in Planning Body, Finance Committee, Construction Committee, Purchase committee, Hostel Committees etc. They are also included in all student related committees.

### 6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

=>Some important resolutions made by the Governing Body during the 2013-14 are as follows:

#### 18 Feb. 2013

Appointment of Sri Khagendra Mahela to the post of Vice-Principal approved.

Appointment of Md. Abdul Karim, Associate Professor in the Dept. of Arabic to the post of Md. Habibur Rahman vice his retirement is approved.

Appointment of Sri Mridul Hazarika, Associate Professor in the Dept. of Chemistry as HOD vice retirement of Sri Amarendra Nath Sarma. Approval of termination of contractual engagement of some teachers is made following decrease in the class load at the commencement of End semester examinations.

Approval is given to retain services of some contractual teachers keeping in view of the class load of some departments.

Resolved to seek permission from the DHE, Assam to advertise for the posts of Asstt. Professors one each in Chemistry and Arabic vice retirement of teachers and authorised the Principal to advertise for the same

As per the demands of the HODs Physics and Mathematics departments special paper for the to be recruited teachers be Nuclear Physics and Computer Programming in C and Graph Theory knowledge respectively.

Approved the release of Mrs. Gangarani Das, Assistant Professor in the Dept. of Economics on FDP leave for 2 (two) years

Authorized the Principal & Secretary to form screening committee for Time Scale promotion of the teachers and take necessary action for implementation of it. Resolved to allow eligible Gr. III and Gr. IV employees of the college to get the benefit of Time Scale after screening their claims and according to rules as laid down by the DHE, Assam and send their papers to the DHE, Assam for allowing them to draw Time Scale.

Resolved to request the DHE, Assam to revoke the suspension order served on Pranjal Hazarika, Asstt. Prof. in the department of Pol. Sc. and reinstate him following the High Court Order while granting him Bail.

Resolved to release fund from College Development Fund to construct a Control Room to install Batteries for Solar Energy.

Resolved to purchase a Bio-Metric machine from Amtron.

Approved expenditure incurred in the construction of Indoor Stadium financed by UGC.

Resolved to construct the Gymnasium building with a provision for 3 storey and allowed the Principal & Secy. to draw required money from the General Fund.

Approved expenditure made against the amount taken from the C.D. fund.

Approved the expenditure made against Excursion undertaken by Botany Dept., College Week, Headship allowance, salary to contractual teachers and employees etc.

Granted Earned Leave/Commuted leave to nine teachers.

#### 8April 2013:

Approved the resolutions of the last meeting held on 18 Feb. 2013 last.

Approved the Selection Committee constituted to interview and select Asstt. Professors in the Departments of Economics, Physics and Mathematics.

Approved the selection of Dr. Mousumi Bhuyan to the post of Asstt. Prof. vice the post held by Kailash Das since retired, in the department of Physics.

Approved the selection of Dr. Jiwan Krisnna Goswami to the post of Asstt. Prof.

Approved the selection of Dr. Farheena Rahman by the Selection Committee to the post of Asstt. Professor in the department of Economics in the place of Gangarani Das who has gone on FIP leave.

Authorised the Principal & Secretary to seek permission from the DHE, Assam to advertise for the post of Asstt. Prof. in Physics since Ankur Gogoi who was selected refused to join the post.

Changed and raised the annual fees structure as suggested by the Students' Union of the College, raised Practical fees and Centre fees. Resolved to open M. A. in Assamese and M.Sc. in Herbal Science and Technology and authorized the Principal to give an undertaking to the UGC that the college would continue the M.Sc. course even after five years.

Authorized the Principal to renovate the Girls Hostel No. 2 to increase its intake capacity.

Allowed Principal & Secretary to construct the ground floor of the Gymnasium Hall for class rooms.

Authorized the Principal & Secretary to take required steps for appointment to the posts of Asstt. Professors in Physics, Chemistry and Arabic departments.

Approved expenditure incurred against construction of the Gymnasium and purchase of equipments.

Authorized the Principal & Secretary to take necessary steps to allow Archana Das to go on FIP leave.

Asked the Principal to give No Objection Certificate to Geeta Devi Bhattacharya, Associate Professor in the Department of Philosophy to pursue Ph. D.

#### 18 July 2013:

Resolved to appoint Dr. Basanta Kumar Rajbongsi and Mausumi Saikia to two posts of Asstt. Prof. in the Dept. of Herbal Science and Technology.

The meeting resolved to appoint those who have stood second in case the firsts do not join.

Authorized the Principal & Secretary to pay Rs.6 (six) lakes towards the first installment to the company who has installed the Solar Power.

The meeting went through the Internal Audit Report of FYs 2008-2009, 2009-2010, 2010-2011,2011-2012 and heard the explanations given by the Principal on the issues of discrepancy raised by the Auditor and accepted the Audit Report.

Meeting approved expenditure incurred in different heads.

Approved the financial help given by the Principal to the economically challenged students from the Students' Aid Fund.

Constituted the P.G. Advisory Committee for M.Sc Course.

Authorized the Principal & Secretary to open an SB A/c in a nationalized bank for Assamese PG course.

The meeting approved the list of members for Purchasing Committee for M.Sc. course and authorized the Principal to submit it to the UGC. Authorized the Principal to increase the remuneration and terminate the services of Contractually engaged teachers as and when situations arise. Allowed the Principal to give NOC to four teachers to pursue Ph. D degree.

Authorized the Principal to release Archana Das on FIP leave whenever Govt. permission is received.

Authorized the Principal & Secretary to replace two Guardian members to the GB as tenure has expired.

Thanked the Alumni Association for donating a Water Cooler for the students.

#### 28 Sept.2013

Approved appointments of teachers engaged on Contractual basis. Approve the appointed of M. P. Rajkhowa as HOD, Zoology vice retirement of M.U.Ahmed.

Approved projected expenditure on Gymnasium and Class room as passed by the Finance Committee.

Approved the list of committee members to different committees. Resolved to authorize the Principal to file affidavit on the Gauhati High Court notice on the appointment of Md. Pyar Raina.

Approved the committee for Bio-tech Hub.

Authorized the Principal to take necessary action for opening of Integrated B. Ed course.

Terminated service of Lalu Pd. Bora, contractual 4<sup>th</sup> gr. Employee for dereliction of duty.

Increased the salary of Asstt. Profs. in Comp. Science and Application. Appointed substitute teachers against FDP leave.

Resolved to fix deposit the state govt. grant received for Infrastructural Development in bank till start of construction work, and constituted the Construction Committee.

#### 30 Dec.2013

Approved the Selection Report for appointment to the posts of Asstt. Prof. in the department of Arabic and Chemistry and entrusted the Principal to contact the D.H.E. office for according early approval. Appointed Farhana Rahman as JRF in the Bio-Tech Hub on recommendation of the selection committee.

Decided to dismantle an old building and construct new one in its place with the money given by the state government.

Asked the Principal & Secretary to call tender for construction of the work of the new building and scrutinize it through the Construction Committee.

Approved the agreement with the SBI on opening ATM booth. Approved expenditure incurred on different heads.

Went through the Interim Order of Gauhati High Court and authorized the Principal to carry out the order.

Resolved to open MCA in the college from the next session and authorized the Principal to do the same observing all official formalities.

#### 6/3/2014

Resolved to advertise for the post of Asstt. Professor in Sanskrit vice retirement of Deheswari Bania after obtaining necessary permission.

Promote eligible teachers following govt. norms make desks, benches etc. for classrooms allotted works for construction of new building after examining comparative statement of quotations.

Recruit contractual teachers from next session send two Assstt. Prof.s on FDP leave as soon as necessary permission is received from UGC/Univ.

Constitute a committee to supervise consruction of New Building

Advertise the post of bearer in Chemistry department send a proposal to UGC seeking financial assistance for construction of a multi-gym

# 6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If 'yes', what are the efforts made by the institution in obtaining autonomy?

=>Yes. The Institution had submitted the proposal to Gauhati University to give it permission to seek autonomy status from the UGC. The affiliating University did not respond to the proposal.

# 6.2.9 How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyse the nature of grievances for promoting better stakeholder relationship?

=> Grievances and complaints are mainly from students. Grievances and complaints from guardians or parents are always ward related. The College has a Grievance Redress Cell and a Women Cell. These cells take up written complaints or complaints are filed from its side. The Cells sit, analyse the nature of grievances and suggest the authority how to tackle them. If the complaints are gender based then women cell takes up the matter. Otherwise, Grievance Redress Cell comes to action. In most cases this Redress Cell before taking any punitive action tries to compromise the parties by appealing to their good self. If it fails the cell follows the action conforming to dispensation of natural justice. There is a Gender Sensitizing against Sexual Harassment Committee.

## 6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?

=> Yes. There is one court case relating to selection and appointment of a teacher in the college where it was alleged that the selection of the candidate was biased. The Hon'ble Gauhati High Court in its jugement observed that there is no need to discuss the selection process. However, it quashed the appointment, which was later stayed, on the ground that the UGC Regulation was not followed while selection of the candidate. The college has filed an affidavit mentioning that the appointment was made following D.H.E order dtd. 1.1.2011 and it has nothing to do against that order. This case is pending in the Hon'ble court.

There was another case in the same court regarding appointment of a junior assistant. The post fell vacant following death of an Upper Division clerk in harness. His son claimed that post on compassionate ground. But he did not observe rules for such appointment. When the selection committee selected some other person for the post the aggrieved person filed a case. The Hon'ble Court directed the Principal to forward his application to the District Advisory Committee. The Principal followed the court order. But in the mean time the person who was selected by the selection committee received order from the Hon'ble High Court for his appointment. And the D.H.E accorded prior approval to his appointment. So, the case did not go against the College.

# 6.2.11 Does the Institution have a mechanism for analyzing student feedback on institutional performance? If 'yes', what was the outcome and response of the institution to such an effort?

=>Yes. The Institution has a mechanism for analyzing student feedback on institutional performance. The feedbacks in written format are collected from selected sincere and serious students who offer their views on various aspects like curriculum, academic atmosphere in the college, teaching-learning, student amenities etc. These feedbacks are analyzed and steps are taken at appropriate level to solve it. On the basis of some students' grievances, number of journals, periodicals, daily newspapers, reference books and text books in library has been increased. In the matter of infrastructure development parking space for cycle stand has been increased on the basis of students' feedback.

#### **6.3** Faculty Empowerment Strategies

### 6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non teaching staff?

=> For professional development of the teaching staff the institution sends the teachers to participate in orientation programme, refresher course, short term courses, seminars, workshops and conferences. The institution also invites persons of eminence to interact with teaching staff and give them tips how to enhance their professional skills. Non-teaching staff are sent to training programmes organized by district administration or other organizations and also to get training offered by academic staff college, Gauhati University.

# 6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retaining and motivating the employees for the roles and responsibility they perform?

=>The college does not have any provision to train teachers or its employees. However, training on ICT, handling and operation of smart class rooms are imparted to interested faculty by the Computer Science department. It sends its faculty for Orientation Programme, Refresher Course, Short term Course, Seminars, Workshops, Conference etc. When any faculty member desire to leave the job on horizontal mobility the Principal and the senior faculty try to prevail upon him not to do that, but they do not stand in the way of vertical mobility of a young faculty member. The College authority and senior faculty members always give guidance and motivate the juniors to perform their responsibility sincerely and effectively.

# 6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

=> Faculty members are asked to update their individual performance appraisal regularly. They are asked to submit their performance appraisal report to the IQAC annually.

# 6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?

=>The authority reviews regularly performance appraisal reports of the teaching staff and offers necessary suggestions for better performance. These reports are kept for career advancement of the teachers concerned.

The management prepares reports of individual teachers and communicates these to stakeholders for appropriate action. Moreover, these reports are used for the recommendation of the promotion of teachers. These reports are too sent to the Directorate of Higher Education, Assam for the purpose of career advancement of the faculty. On the other hand, the employee concerned is communicated for better performance in future if the reports consider it necessary.

# 6.3.5 What are the welfare schemes available for teaching and non teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

=>Three schemes under the name and style Employees Welfare Fund, A.D.P.C. Teachers Mutual Aid Fund and Ministerial Fund are running in the college. More than 70% (seventy percent) of the staff have availed the benefit of such schemes in the last four years.

## 6.3.6 What are the measures taken by the Institution for attracting and retaining eminent faculty?

: The institution has created a satisfactory Academic atmosphere for attracting and retaining eminent faculty. Moreover, the College Authority as well as the staff exercises their personal charm to retain the faculty.

#### **6.4** Financial Management and Resource Mobilization

## 6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?

: Financial grants received by the college from different sources like UGC, State government, MP/MLA's Local Area Development Fund and other bodies and from tuition fees collected from students are credited to the College fund. Any proposal

prepared by the college for financial grant is approved by the College Governing Body which is then submitted to the funding agency. When the grant is received the college authority convenes meeting of respective committees and on their advice the Principal releases money. Committee members, members of the Governing Body have free access to supervise any construction work, any equipment purchased etc.

For expenditure by different departments, the respective Head of the Department is to submit the demand in writing with full details of materials to be purchased and the price of it. The Principal scrutinizes these demands and invites quotations from firms. The quotations so received are scrutinized by the respective committees/Departmental committees for placing order to the firm concerned. Any amount so spent is audited internally and then by the government auditors. However, UGC funds are audited by a Certified Chartered Accountant as required by UGC. Expenditures on construction work is done by the Construction Committee and materials for these works are purchased only by the Purchase Committee.

However, for expenditure involving large amount Governing Body's permission is taken. All the official formalities are done before and after the purchase like preparation of vouchers, entry into stock register, issue of cheques etc. for placing before the internal auditor or government auditor or CA. Finance Committee consisting of faculties and GB members are required to verify details of the expenditure. Only after its approval the matter is put before the GB for final approval.

# 6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

: All funds except that of UGC are subject to internal audit. Internal Auditors are appointed by the College Governing Body. All the findings of the Internal Audit Report are brought to the notice of the Governing Body which takes steps according to the suggestions offered by the Report. External Auditors who are called Local Auditors are appointed by the Government who audit all the expenditures during their period of Audit. This Report is submitted to the Accountant General and the Government, and any objection raised there is to be met by the College authority. The last local audit was done for the period till March 2011. The College Governing

Body has appointed an approved Chartered Accountant to audit expenditures involving UGC grants.

The last audit was done by the internal auditor appointed by the Governing Body in April 2013. The auditor audited the college account for the period from April 2010 to March 2012. The audit report was submitted on 6 May 2013 and it was accepted by the GB on its 18<sup>th</sup> July 2013 meeting.

Major audit objections were that some Book Nos. were not found in the collection register, wrong entries were made at some places, some anomalies were detected in respect of deposit recorded and entry in passbook, some cash remains in hand, actual payees receipt is not found against some voucher nos. mainly against Electricity bills and on some other heads, Cash Book is not up to-dated, collections and deposits are not in proper manner.

Audit objections were complied with point by point. About missing Book Nos. money collected against nos. was deposited mostly on 14.5.2013 and excess deposit was returned to the Cashier. Pass Book entries later found to be correct since the total amount is found to be correct in the Account. About cash in hand no account was there to deposit the amount. Regarding absence of actual payees' receipt against vouchers all payee receipts were collected and deposited. Cash Book was made updated by 15 May 2013. Governing Body accepted the Audit Report after the Principal & Secretary met all the objections.

Audit Report for the period April 2010 to March 2012, reply of the Principal & Secretary to the objections and Governing Body's acceptance are enclosed herewith.

Annexure VII

6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.

: Major sources of institutional receipts/funding of the institution are: State Government Head on account for salary component and some non-recurring grant, UGC for various schemes like fund to run the centres, seminars, purchase of Books and Equipments etc., 30% of the fees collected from students etc.

Rents from SBI ATM booth, Canteen etc.

Interests accrued to the Fixed Deposit of the college.

Since the salary component is borne by the state government other expenditures are made according to budgeted annual receipts.

## 6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).

The institution makes all out efforts to secure additional funding from different agencies. In 2009 it received Rs. 5,00,000/- from Government to construct its Golden Jubilee Commemorative building. During 2010 it could secure Rs.5,00,000/- from the state Govt. to augment its Library. The College received Rs. 1,00,00,000/- (One Crore) from the State Govt. in 2013 for Infrastructure Development. It received Rs. Four lac from the govt. to publish college magazine, to conduct excursion and to organize cultural and sports activities. It collects sale proceeds of scrap materials like dismantled iron rods, used materials in buildings etc.

#### 6.5 Internal Quality Assurance System (IQAS)

#### **6.5.1** Internal Quality Assurance Cell (IQAC)

- a. Has the institution established an Internal Quality Assurance Cell (IQAC)? If 'yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?
- : Yes.
  - The institution is having its Internal Quality Assurance Cell. It is acting as a nodal agency for promoting quality education and other activities of the college. It has adopted following policy for quality assurance and improvement.
  - I) Imparting quality and effective teaching to the students. Proper evaluation of teaching-learning process.
  - 2) Continuous improvement of Faculty and research works.
  - 3) Creation of proper atmosphere for teaching-learning process and administrative functioning.
  - 4) Maximum utilization of the existing support structure
  - 5) To ensure that the college maintains its distinctiveness

<sup>\*</sup> Annexure audited income and expenditure statement.

- b. How many decisions of the IQAC have been approved by the management/ authorities for implementation and how many of them were actually implemented?
  - =>Since 2010, 18 decisions of the IQAC have been approved by the management of the college and out of which 12 have been actually implemented.
  - c. Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.
    - =>Yes. They are i) Md. Lutfur Rahman, former Principal of Rupahi College and
      - iv) Prof. M.K. Saikia

They attend IQAC meetings regularly and actively participate in deliberations. Md. Lutfur Rahman suggested to open an ATM booth in the college campus.

Prof. M.K. Saikia always offers suggestions about how to raise academic standard of the college. He had suggested to open degree course in Herbal Science.

- d. How do students and alumni contribute to the effective functioning of the IQAC?
  - =>Students and alumni help the IQAC in various ways for its effective functioning. Students offer feedbacks and alumni offer suggestion to upgrade the functioning in the referred matters.
- e. How does the IQAC communicate and engage staff from different constituents of the institution?
  - => Whenever required the IQAC with the permission of the Principal and the Governing Body engages particular teachers and office staff for its effective functioning. The teaching and non-teaching staff co-operates with the IQAC whole-heartedly. With their help functioning of the college has been improved and the standard of it has been upgraded.

# 6.5.2 Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If 'yes', give details on its operationalisation.

=>Yes.

The IQAC of the college holds staff meetings very often to take stock of and review academic matters. It too sits along with the staff to discuss on administrative matters of the College.

## 6.5.3 Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If 'yes', give details enumerating its impact.

=>The college holds staff meetings very often for implementation of Quality assurance procedures. Though it does not hold any workshop or in house training yet it sends its faculty to different institutions where seminars, workshops etc. are organized on issues of Quality Assurance. Deliberations in staff meetings, and suggestions and opinions on how to assure Quality in the college given by knowledgeable have helped the institution work in a better and more promising way.

# Does the institution undertake Academic Audit or other external review of the academic provisions? If 'yes', how are the outcomes used to improve the institutional activities?

=>The college is affiliated to Gauhati University. The University provides Academic Calendar and ensures adherence to its academic schedule. The University sends College Development Director off and on to the college who offers suggestions for improvement of academic improvement which are followed up. The college has an Academic Committee which apart from the Principal and the Vice-Principal keeps close watch on the academic activities of the college and takes responsibility for academic conduct and better academic result.

# 6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

=>The institution is an affiliated college of Gauhati University. The University is the regulatory authority in providing syllabus and conducting external examinations. As such the institution makes compliance of their instructions. But the constitution and activities of the IQAC is aligned with guidelines provided by UGC and guidelines

sent to the college from the NAAC from time to time.

## 6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?

=>The Academic Committee of the college is the body that continuously reviews the teaching learning and evaluation process in the college. All the Heads of Departments and also the Vice-Principal are its members and the Principal is the Chairman.

The Academic Committee after publication of university results sits to review it. It suggests means how to improve the academic result.

The committee chalks out the schedule of sessional examintations.

The committee discusses periodic reports of each department and offers suggestions in case any lacunae are found in these.

In case any disruption takes place in holding classes the committee discusses how to cover the syllabus before the beginning of the end semester examination.

The committee discusses the feasibility of introduction of any new subjects/programmes etc. It takes decision how to revise and update the pattern of Evaluation.

#### **Methodology of Operation:**

Academic Committee takes decision to take time bound corrective actions to improve teaching and learning process of the college when it finds out the area in which there is scope for improvement. Next meeting of the committee ensures the satisfactory completion of corrective and preventive action. For example, the Committee finds that most of the students do not do better in English. It finds that there is scope for Political Science and Education departments to better their results if some extra labour is put in for the students. Moreover, since more students offer these two subjects, a little better performance on their part will increase the percentage of the college result.

After observing this, the Committee decided to give remedial coaching in these subjects and asked teachers to put extra labour for the students.

The committee after observing that a large number of students in the college belong to disadvantage section of the society decided to open an Equal Opportunity centre to give counseling to them. The committee after observing that since the college has more than 40% girl students and about 45% woman teachers decided to form a Gender sensitizing against Sexual Harassment. To inculcate moral values in students it added publicity for value-based education and education in Human Rights. It also implemented the NAAC suggestion to collect feedbacks from stakeholders. The committee too suggested to introduce new subjects like Bioinformatics, Herbal Science and Technology etc. in emerging field.

The result of the suggestions and implementation of the suggestion of the committee are that

- i) the result of the institution has improved
- ii) more and more students belonging to marginalized section are opting to take admission in the college
- iii) Gender grievance has not been reported for last many weeks
- iv) Untoward incidents involving college students seldom happen in or out of college campus.
- v) Feedbacks help us find out our weaknesses and give us scope to rectify them.
- vi) Two new subjects in innovative and emerging field were introduced in the year 2012 and 2013.

The college has a clearly defined approach to the learning outcome.

To ensure timely attendance of the faculty bio-metric machine is introduced where any teacher who comes after the start of the assigned period can be detected. Departments keep contact numbers of the Major students and any absence on their part for unreasonable period is tackled telephonically. Departments keep records of the performance of the students in last sessional examinations. This helps to track academic progress of each student. Any student performing miserable is immediately counseled and the matter is brought to the concerned guardian. Extra classes are taken for slow learners, extra labour is put in for brilliant students, additional laboratory practice is allowed and fast learners are supplied with extra books, prepared notes are supplied to students for such portions of their course contents for which materials are not available in the market. Study tours and field studies are undertaken to get practical knowledge in concerned topic.

### 6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

The college holds very often Parents--Teachers Meet, Alumni meetings and meetings of various committees. The IQAC in the process of planning invites feedbacks from the stakeholders to prepare roadmaps of the development. These feedbacks are presented in public meetings, Parents-Teachers, Alumni Meets and reflections on it are incorporated in the plan. The college authority welcomes constructive opinions, suggestions and complaints of the stakeholders as well as of the public for further development of the college.

## Any other relevant information regarding Governance Leadership and Management which the college would like to include.

There is fully transparency in the matter of admission.

Syllabi of those courses which are not supplied by the University and made by the college of its own are ensured to conform to the international/national standard.

Opinion of experts of other colleges as well as of outside the college system are taken while preparing these syllabi.

Faculty is encouraged to use smart classes and take frequent help of ICT. Departments have been given freedom to invite scholars of their choice to seminars, workshops etc. conducted by them. They are encouraged to attend as many seminars/conferences etc. as possible to increase their professional quality. They are given liberty to spend money as granted to them to undertake research projects without the authority interfering in the heads of their expenditure. The money sanctioned is released to them as soon as possible. Each department is allowed to buy books and subscribe journals of their choice for the college central library. The teachers are allowed to meet the authority at any time to discuss academic matters.

#### CRITERIA VII: INNOVATIONS AND BEST PRACTICES

#### 7.1 Environment Consciousness

#### 7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?

=>The College authority is very much alert in maintaining a green environment of the college campus. Use of plastics is banned in the college campus. Students are not allowed to use their cell phones inside college campus as it hampers academic environment. Every year on special occasions tree plantation programme is carried out; as a result the college looks green. NSS members take up cleaning work of the campus at least three times in a year. More than one third of the college area is covered with green vegetation.

#### 7.1.2 What are the initiatives taken by the college to make the campus eco-friendly?

\* Energy conservation

The College uses minimum energy. No unnecessary installations are there that consume high electricity. Moreover, college fraternity is always alert about electricity conservation. The college uses CFL bulbs to conserve energy. Except two rooms, there is no AC in the college. No use of room heater or ordinary heaters is allowed in the college.

- Use of renewable energy
   The College has installed solar power of fifty KW capacity.
- \* Water harvesting
  - =>Since the college uses underground water judiciously and the rainfall in the district is sufficient hence no water harvesting is required.
- \* Check dam construction
  - =>Does not arise
- \* Efforts for Carbon neutrality
  - =>Any carbon produced on college campus is naturally neutralized for the campus has high percentage of green coverage and hence no extra effort is required.
- \* Plantation:
  - => College carries out tree plantation on special occasions.

Trees grown luxuriantly on college campus give it a green environment and serene atmosphere. There is a very beautiful garden that attracts everybody during full blooming season. There is a herbal garden and another planted with various plants. There is also an Orchid house.

#### \* Hazardous waste management:

=> No hazardous waste is produced in the college campus and any waste if ever produced is either burnt down or thrown into a pit and is covered with soil. There is a Vermi composting unit in the college where leaf litter gathered in the college is used and the organic manure/compost obtained from it is used in manuring flower plants.

#### \* e-waste management

There is negligible e-waste produced till now inside college campus which does not need any management. However, old computers, discarded UPS and other accessories are sold as scrap to local vendors.

#### 7.2 Innovations

## 7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.

=>The College has introduced some innovations in academic, administration and other levels of the college functioning to equip students for competing in the changing circumstance.

The college offers Soft-skill development programme and endeavours to increase the communication skill of the students. During this course lessons on aspects of personality development like inculcating positive attitude and confidence, developing communication skills, observance of etiquette and manners during interview hours etc. are given. The course has benefitted the students in terms of attitudinal changes and acquiring greater confidence, and now students are enhancing their employability.

The college has set up an Equal Opportunity Centre to give counseling to students belonging to disadvantaged sections.

The college has set up a Cine Club. It screens award winning films and also films adapted from texts currently in the syllabus.

An ultra-modern Gym is now in service in the college to keep physical fitness of the students.

The college collaborates with the publication of a peer-reviewed multidisciplinary national research journal under the name and style *Creatcrit* to inspire the teachers to undertake research activities and get their findings published in the journal.

The college too offers Assamese language teaching to non-Assamese speaking people to make them acculturated and feel comfortable in their present environment. The college has introduced M.Sc in Herbal Science and Technology keeping in view of the rich potential of the medicinal herbs and plants available in the region. It has opened a Bio-tech hub to engage scholars in research activity on Life Science.

The college offers computer education to faculty and students at nominal fees.

The college has provided internet service all the hour to each department. It has provided limited access in internet service to students.

The college with UGC assistance has established a number of centres like Women Study centre, Gandhian Study centre, Ambedkar Study centre etc. to cater to the intellectual, psychological, moral and social needs of the students and the society. The Extension Cell of the college, NSS, NCC engage students of the institution very often in social activities.

The college has opened an Amenities centre with Photocopying, lamination and internet facilities at nominal rate.

#### 7.3 Best Practices

#### 7.3.1 Elaborate on any two best practices as per the annexed format (see page ..)

which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core activities of the college.

#### **BEST PRACTICE: I**

#### Widening Access of the Marginalized section to Higher Education

#### 1. Goal

The aim of this practice is to widen access to higher education by providing equitable and equal opportunities to students from diverse socio-economic, cultural and geographical background.

Even after India achieved independence for sixty-seven years, higher education scope has not been taken by those who desire and deserve it. Socio-economic and other factors like economic hardship, religious constraints and others such as geographical inaccessibility, lack of proper information, communication difficulty etc. hinder the spread of higher education in remote and underdeveloped areas like Nagaon and its adjacent districts in Assam. Moreover, in remote areas students are deprived of acquiring vocational training for skill development that causes diminishing chance of employability. Therefore the college has taken some steps and has determined to implement it to give benefit of higher and vocational education to the society.

#### 2. The Context

To attract students belonging to marginalized sections of the society like religious minority, fair sex, SC and ST to higher education and for imparting them job-oriented vocational training is a daunting task for the college. The college in principle tries to attract the above mentioned categories of students to the college and woos them to take admission in the college. It provides them all sorts of help while in college. Most of these categories find higher education rather out of their reach. Nagaon and its adjoining districts like Karbi Anglong and Marigaon are socially, educationally and economically backward. While Karbi Anglong is predominantly a tribal district, Morigaon and Nagaon have sizeable number of tribal, scheduled caste and tea-garden people. Moreover, these two districts have large number of students belonging to religious minority community. Most of the students belonging to this community are first generation college going students living in riverside areas. It becomes really challenging for the college to give them equal and equitable higher education. Keeping this social reality in mind, the college has to take some pro-active measures to plan and implement equal and equitable opportunities for these two categories of students at all academic stages in the college.

#### 3. The Practice

Anandaram Dhekial Phookan College plans to widen access to higher education and skill development programmes to students belonging to marginalized sections of the society like the SC/ST, girl students and students belonging to tea garden and also to those who are economically backward by taking some pro-active roles in offering equitable and equal opportunities. As part of the same, the following are the activities that the college has already undertaken:

- 1. Wide publicity is undertaken at least three months prior to the beginning of new session in far flung and remote areas of Nagaon, Marigaon and Karbi Anglong districts about the courses offered in the college, fee structure and other amenities that the college offers.
- 2. The college tries to open new courses that can suit the temperament and aptitude of such students. It has started M.Sc. in Herbal Science and Technology since the districts like Karbi Anglong and Morigaon are rich in medicinal plants. It has started a Bio-tech hub with the financial help of the Ministry of Science & Technology keeping in view the rich potential of the medicinal herbs and other flora available in the aforesaid districts and the scope it offers for research and genetic analysis. Fashion Designing course has been opened to train girl students in cutting, stitching and knitting so as to make them economically self dependent. Training on how to cultivate Mushroom is imparted to interested students keeping in view the agricultural background of the districts.
- 3. Reservation of seats according to State government rules is strictly maintained for students belonging to SC/ST, OBC, Physically challenged. Hostel seats in Girls Hostels are given to students belonging to ST/SC, Tea garden and religious minority on priority basis.
- 4. Girl students belonging to rural and remote areas and also to economically challenged section are given hostel seats on priority basis. Some reputed paying guest hostels are arranged for girl students of the college. For male students belonging to the above categories the college arranges accommodation in rented houses in the neighborhood.
- 5. Economically disadvantaged students belonging to the above mentioned categories are exempted from paying college development fees and some other fees on representation. The Principal in his individual capacity and faculty members come forward to help them financially. The Principal in certain occasions collects money from others to help needy students financially. Facilities for government and private scholarships to meritorious students as well as to students belonging to economically poor are available in the college. Students from economically weak background are offered free-ships and

- scholarships from Minority Development Board, Government of Assam etc. The college too provides books free of cost from its Poor Fund, and students are highly benefitted from it.
- 6. Adoption of a college uniform makes students from diverse communities feel at home forgetting any sort of difference. Although the college has made it compulsory for all students to select only those colours of their uniform that conform to college rules yet they can change the type of their apparel. Boys can use shirts and trousers, Muslim boys can use kurta and pyjama, girls can use mekhela chador (the traditional dress worn by an Assamese woman) and also kurta-churidar. Muslim girls are allowed to cover their head. This liberal attitude on the part of the college equalizes the status of the students from diverse backgrounds. However, there are certain limitations under which the college has to implement this practice. All this makes students at home and feel comfortable in college campus.
- 7. The college offers remedial free coaching to students belonging to SC/ST/OBC and students belonging to Minorities. It too gives them free coaching for entry into services. The college arranges special remedial classes for slow learners. It has various cells and centres that ensure providing necessary psychological support to them inside and outside college. The college has mentoring provision for them.

#### 4. Evidence of Success

The efforts of the college have started showing results against the target and benchmarks. The following tables are indicative of the same:

#### 1.Community Profile:

	Enrollment in College				
Category					Remarks
	2010	2011	2012	2013	
ST	61	65	61	84	Increasing
SC	65	60	63	81	Increasing
Minorities	143	161	177	223	Increasing
Girls	154	167	195	234	Increasing

The above table shows that the college is striving to ensure equal and equitable representation of students from various communities of the its catchment area. The pro-active measures taken have started showing positive results.

2. At the same time, the following table indicates the pattern of enrolment in terms of rural/urban divide:

Category		Remarks			
	2010	2011	2012	2013	
Rural	348	355	405	484	High increase
Urban	160	137	165	204	Moderate increase

#### 5. Problems Encountered and Resources Required

This practice has put the college into some practical difficulties.

- 1. Quality of students may sometimes be compromised while maintaining reservations and allocating seats to girl students and students of rural background and economically backward students from among students securing same marks in last qualifying examinations. This in turn affects the college result in the final examinations. Yet the college has taken the risk of sacrificing its own interest keeping in view the overall interest of the society and future generation.
- 2. The college cannot generate much fund internally since the students come from poor background. The college cannot raise the fee structure of the students keeping in view of the paying capacity of average students though other colleges in the town have high fee structure. Yet its infrastructure facility still needs improvement. So, it cannot distribute such amount of scholarship which is required to meet the demand of the disadvantaged students. On the other hand, the number of students seeking financial assistance is increasing day by day.
- 3. Being a provincialized college, the college has limited options to start its own schemes. So, many programmes and courses which the college intends to introduce to equip the students to meet social realities could not be introduced.

#### **BEST PRACTICES II**

#### Teachers' Diary and Self-Appraisal Report

#### Goal

To provide quality teaching is the foremost goal of the college. As a part of providing quality teaching the college has introduced the practice of maintaining Teacher's Diary for each year and writing Self Appraisal Report by the faculty for at least three years. This is to ensure quality teaching-learning practices through maintenance of proper procedure and records. This practice has been adopted to encourage the teachers to plan, implement and record their academic and other activities. This is done with an aim to increase their sense of professional honesty as well as for improvement of the academic atmosphere.

It helps in planning and monitoring the academic and other activities of the college. Moreover, the diary will enable the teachers to keep record of their activities for preparing their annual self-appraisal report at the end of the academic year.

It is mandatory for every department to maintain log books in order to record classes taken by every teacher alongwith topic covered in classes.

#### 2. The Context

It was felt that maintenance of proper records of academic activities is vital to the quality teaching and increasing academic environment of the college. Although all the Heads of the Departments of the college are supposed to be responsible for the teaching learning function of the college, yet it was felt that an efficient way to enhance professional integrity and discipline among the teaching community could be necessary to maintain the diary and the log book.

The practice though initially was tedious and irksome for the teachers yet proper counseling has improved the situation. Moreover, the need for maintaining proper records for preparing API scores for Career Advancement made this practice more attractive.

#### 3. The Practice

All the teachers record their day's activities in the institution like class taking, research works, student counseling extra-curricular activities done and administrative responsibilities taken etc. in their diaries. Teachers are required to record all their activities in the diary and place the same to their respective Head of the Department. The departmental meetings review the achievements and performance of the faculty members on the basis of their daily diary entries. Suggestions are made in such meetings and reports are made. These diaries and reports are subject to the verification by the Academic Committee and the Head of the

Institution. Proper scrutiny of the same is done by the IQAC in association with the Academic Committee. Any correction to be made suggested in Academic Meetings or by the Head of the Institution, and it is intimated to the concerned teacher. After going through the reports, the Academic Committee or the Principal can ask the teacher concerned to complete his/her portion of syllabus. The Research Committee, Extension Cell and other bodies are requested to offer any suggestions for improvement and planning. At the end of the year teachers submit their annual self-appraisal report on the basis of their monthly reports to the IQAC which is submitted to the Principal in turn.

#### 4. Evidence of Success

This practice has been found tremendously successful. It has benefitted the teachers themselves, students and also the Institution. It has made teachers more responsible to their students, to the society, and also has increased their own sense of satisfaction. It has also led to the growth of professional integrity in them. With the maintenance of diary by the faculty it has become easier for the Head of the Institution to monitor the performance of the teachers and make proper planning.

- i) Completion of Syllabus: This practice when followed has helped completion of course content in time. No course element is now left untouched due to unforeseen circumstances as teachers are pressed to complete course contents assigned to them before the beginning of the end semester examination.
- ii) This practice has tremendously increased the interest of the faculty in Research activities and publication work. Many teachers are now getting their research articles/papers published in quality journals and are also engaged in academic pursuits. This practice has encouraged teachers to undertake more projects.
- iii) It has encouraged teachers to engage in co-curricular and extension activities.
- iv) This practice has also encouraged the teachers to attend more courses, seminars, workshops etc. to improve their professional side.
- v) It has taught the teachers about time management.

#### 5. Problems Encountered and Resources Required:

While implementing this practice the Faculty encounters following problems:

i) Sometimes some teachers forget to record their activities in their diaries in time. In such cases there is problem of recording data at a later time. So, the responsibility increases on the part of the Heads of the Departments and the Administration to remind faculty off and on to maintain diary in proper time.

- ii) It has been a challenge to keep the process of recording and monitoring in proper way and time because of the heavy load of work. The teachers have to maintain log books too.
- iii) This practice involves on the part of the Administration in convincing and motivating the teachers the need to put in more labor and show more concern for the students.
- iv) This Practice does not require much resource. Only the annual printing of the Teachers' Diary involves the major cost.

### **DEPARTMENTAL PROFILE**

### **Department of Arabic**

1. Name of the department: **Arabic** 

2. Year of Establishment: 1961.

- 3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : **UG**,
- 4. Names of Interdisciplinary courses and the departments/units involved: Nil
- 5. Annual/semester/choice based credit system (programme wise): Semester
- 6. Participation of the department in the courses offered by other departments: Nil
- 7. Courses in collaboration with other universities, industries, foreign institutions, etc. Nil
- 8. Details of courses/programmes discontinued (if any) with reasons: Nil.
- 9. Number of Teaching posts 5 (five sanctioned posts)

	Sanctioned	Filled
Professors		
Associate Professors	2	2
Asst. Professors	1	Vacant

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualific ation	<b>Designat</b> ion	Specilization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Md. Abdul Karim	M.A	Associate Professor	Teaching Literature, Political History, Prose and Grammar	22 Years	Nil
Md. Habib Ullah	M.A	Associate Professor	Teaching Literature, Language, Literary History, Poetry, Philology and Rhetoric	35 Years	Nil
Dr. Raizuddin Alom	M.A., PGDTA, M.Phil, Ph. D.	Assistant Professor	Modern Arabic Literature	01	Nil

- 11. List of senior visiting faculty: Nil.
- 12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty: **Nil**
- 13. Student -Teacher Ratio (programme wise): 22:1
- 14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **Nil**
- 15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG:

P.G---3 (Two), Ph.D--- 1 (One).

- 16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **Nil**
- 17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: **Nil.**
- 18. Research Centre /facility recognized by the University: Nil
- 19. Publications:
  - \* a) Publication per faculty : Nil
  - \* Number of papers published in peer reviewed journals (national / international) by faculty and students : **Nil**
  - \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database International Social Sciences Directory, EBSCO host, etc.): Nil
  - \* Monographs: Nil
  - \* Chapter in Books: Nil
  - \* Books Edited: Nil
  - \* Books with ISBN/ISSN numbers with details of publishers: Nil
  - \* Citation Index: Nil
  - \* SNIP: Nil
  - \* SJR: Nil
  - \* Impact factor: Nil
  - \* h-index: Nil.
- 20. Areas of consultancy and income generated: Nil.
- 21. Faculty as members in
  - a) National committees b) International Committees c) Editorial Boards.... One

#### 22. Student projects

- a) Percentage of students who have done in-house projects including inter departmental/programme : **Nil.**
- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies: **Nil.**
- 23. Awards/ Recognitions received by faculty and students: Nil
- 24. List of eminent academicians and scientists/ visitors to the department: Nil.
- 25. Seminars/ Conferences/Workshops organized & the source of funding

a)National: Nil

b)International: Nil.

26. Student profile programme/course wise:

Name of the	Applications	Selected	Enro	lled	Pass
Course/programme	received		*M	* <b>F</b>	percentage
(refer question no. 4)					
Session 2013-14	20	14	11	03	Result
TDC Arabic (Major)					awaited
TDC Arabic (General)	07	05	04	01	Awaited
Session 2012-13	15	11	07	04	100%
TDC Arabic (Major)					
TDC Arabic (Gen.)	14	12	05	07	100%
Session 2011-12	14	11	05	06	100%
TDC Arabic (Major)					
TDC Arabic (Gen.)	15	13	06	07	100%

<sup>\*</sup>M=Male F=Female

#### 27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
TDC Arabic	100%	Nil	Nil
(Major &			
Gen.)			

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ? **NET: 01** 

#### 29. Student progression

Student progression	Against % enrolled
UG to PG	NA
PG to M.Phil.	NA
PG to Ph.D.	NA
Ph.D. to Post-Doctoral	
Employed	20
Campus selection	Nil
Other than campus recruitment	20
	during last four years
Entrepreneurship/Self-employment	Not Known

#### 30. Details of Infrastructural facilities

- a) Library: There is a departmental Library that contains ...160 books
- b) Internet facilities for Staff & Students: Internet facility only for Staff.
- c) Class rooms with ICT facility: Nil.
- d) Laboratories: Nil
- 31. Number of students receiving financial assistance from college, university, government or other agencies: **NA**
- 32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: **Nil**
- 33. Teaching methods adopted to improve student learning: Lecture, Interactive, Explanation, Illustrative, Q/A methods.
- 34. Participation in Institutional Social Responsibility (ISR) and Extension activities: Nil
- 35. SWOC analysis of the department and Future plans

**STRENGTH:** The department has dedicated faculties and they are always willing to assist students

**WEAKNESS:** Shortage of sanctioned faculty.

**OPPORTUNITY: -**Close interaction opportunity for the students with the faculty, sufficient support from the administration, availability of guest lecturer on request etc.

CHALLENGES: Lack of sufficient reference books in the library.

#### **FUTURE PLAN:**

- 1) To organize national level seminars funded by UGC.
- 2) Adaptation and follow-up of good and effective lesson planning.
- 3) To open PGDTA Classes in Arabic.

### **Department of Assamese**

**1.** Name of the department: **ASSAMESE** 

2. Year of Establishment: 1959

- **3.** Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.): <u>UG & P.G</u>(to be introduced from next session)
- 4. Names of Interdisciplinary courses and the departments/units involved: Nil
- **5.** Annual/ semester/choice based credit system (programme wise): **Semester**
- 6. Participation of the department in the courses offered by other departments: Nil
- 7. Courses in collaboration with other universities, industries, foreign institutions, etc.: Nil.
- 8. Details of courses/programmes discontinued (if any) with reasons: Nil.
- **9.** Number of Teaching posts : **5 (five sanctioned posts)**

	sanctioned	Filled
Professors		Nil
Associate Professors		Nil
Asst. Professors		05

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specilization	No. of Years of Experien ce	No. of Ph.D. Students guided for the last 4 years
Prof Jiban Narah	M.A.	Assistanat Professor	Language	16	Nil
Dr. Rajita Kalita	M.A.(Double), Ph.D.	Assistanat Professor	Literature & language	11	Nil
Dr. Ajit Bharali	M.A., Ph.D.	Assistanat Professor	Literature	13	Nil
Dr. Milan Neog	M.A., Ph.D.	Assistanat Professor	language	03	Nil
Dr. Jalin Prakash Chetia	M.A.(Double), B.Ed, Ph.D.	Assistanat Professor	Literature & language	01	Nil

- 11. List of senior visiting faculty: Nil.
- 12. Percentage of lectures delivered and practical classes handled(programme wise) by

- temporary faculty: Nil
- 13. Student -Teacher Ratio (programme wise): 16:1 for B.A. Major Course and 200:1 for general courses
- **14.** Number of academic support staff (technical) and administrative staff; sanctioned and filled: **Nil**
- 15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG:

#### **Ph.D- 4 (Four)**

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **List Enclosed** 

Sl.	Name of	Title	Agency	Period	Grant /
No	Investigator				Amount
					Mobilized
					(Rs. Lakh)
1	Dr. Rajita Kalita	Adhunik Asamiya Byakaran	U.G.C	2005-2007	55,000
1		(Bhasa Bijyan Sanmat)	U.G.C	2003-2007	33,000
2	Dr. Ajit Bharali	Bhaonar Bhinnarupeti adhayayan	U.G.C	2008-2010	75,000
3	Dr. Ajit Bharali	Axomor Prampragota Khel-dhemali	U.G.C	2013-2015	1,45000/-
		aru abasar binodan: Eti bislesanatmak			
		Adhayan			

- 17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: **Nil.**
- 18. Research Centre /facility recognized by the University: Nil
- 19. Publications:
  - \* a) Publication per faculty:
  - \* Number of papers published in peer reviewed journals (national / international) by faculty and students : **List Enclosed**

#### (A) Jiban Narah:

Sl.	Title with	Journal	ISSN/ISBN No.
No.	page No.		
1.	Poetry	Indian literature, vol. xl. No.1,jan-feb 1997, New	0019-5804
		Delhi	
2	Poetry	Indian literature,vol. xxxixl. No.4,july-august	0019-5804
		1996, New Delhi	
3	Poetry	Indian literature, vol. xl. No.6, nov-decm. 1997,	0019-5804
		New Delhi	
4	Poetry	Indian literature,vol. Lii.No.6,nov-decm-2008 –	0019-5804
		New Delhi	

5	Poetry	Samakalin bharatiya sahitya,vol15no.57 july-sept-	0970-8367
		1994, New Delhi	
6	Poetry	Private,International Review of Black and White	1128-4349
		Photograph, Europ-USA, CANADA	

### (B)Dr. Ajit Bharali:

Sl.	Title	Journal	ISSN/ISBN No.
No.			
1.	Bihugitat Randhan Prakaran	Prantik	0971-5952
2.	Sankardevar Sahityat Khel-Dhemalir prasanga	Prantik	0971-5952
3.	Loka-Biswasat kath alu	Prantik	0971-5952
4.	Bhupen Hazarikar Geetat Loka upadan: eti bibaran	NINAD	2249-5142
5.	Axomor Paramparagata khel dhemali	Satsari	2319-8893
6.	Durvikhyar akhila pat: Nilokanthi Braja	NINAD	2249-5142
7.	Bohagar Bihute Dhemali oi	Payubhora Yojona	0971-8371-
8.	Axomiya Lokageetat Sampriteer Batara	Axom Sahitya Sabha Patrika	227-9515

### (C) Dr. Milan Neog:

S1.	Title	Journal	ISSN/ISBN
No.			No.
1	Vaisnavisation of Ethnic Groups : A Study of	Aitihya: The	2229-5399
	Matak Identity	Heritage (Vol-II,	
		Issue 3)	
2	Sattra and The Assamese Society in Colonial	Aitihya: The	2229-5399
	Period	Heritage (Vol-III,	
		Issue 4 )	
3	Gohainboruar Rajbhakti aru Swadesanurag	Prakas(Feb. 2013)	2279-6683
4	Oitihaxik Patabhumit Bezboruar Sankaradeva	Ninad (Feb.2012)	2249-5142
	Charcha	(Journal of MIL	
		Dept of GU	

### (D)Dr. Jolin Chetia:

Sl.	Title				Journal		ISSN/ISBN
No.							No.
1.	'The	prevalent	folk-speech	of	'PRANJYA	JYOTI',	<u>2230 7788</u>

	Moran Community in Tinsukia District: An Analysis	Annual Research Journal, Vol-I. Dec. 2010.	
2.	Moran Janagosthir Lokagit: Eti Samikhyamulak Adhayan	JANAKRISTI, research journal of 'AXOM JANAKRISTI SAMAJ', Vol.2. no.5-6,2011-12	<u>0974-6188</u>
3.	"A comparative study on the Modern Poetru of Jibananda Das and Navakanta Barua of West Bengle and Assam"	JDC, Journal Of Dimoria College	2230 7788
4.	'Present Statuas of Matakas and their Socio-Economic Mobility in Tinsukia District: A Case Study'	JDC, Journal Of Dimoria College	2230 7788
5.	"ANIRUDHADEVA: A case study on his Literature, Culture and Philosophical thought with special reference to Bhakti Mangal Ghosa and Git-Sastra"	JDC, Journal Of Dimoria College	2230 7788
6.	"GANDHI: An outlook on his Socio-Economic Philosophy from the past to present India"	JDC, Journal Of Dimoria College	2230 7788
7.	"The 'Trilogy' Of Dramatist Arun Sarma: A comparative analysis"	JDC, Journal Of Dimoria College	2230 7788
8.	'Present Statuas of Matakas and their Socio-Economic Mobility in Tinsukia District: A Case Study'	JDC, Journal Of Dimoria College	2230 7788
10.	Kakapather: Srutadharar epare hipare, june, 2012.	Satsari	2319-8893
11.	Janagosthiya Loka-Utsavar Sanmilita Prakash, Critical Review published in April 2012. Edited by Anuradha Sarma Pujari.	Satsari	2319-8893

- \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database International Social Sciences Directory, EBSCO host, etc.): Nil
- \* Monographs: Nil
- \* Chapter in Books- <u>Dr. Rajita Kalita: 7, Dr. Ajit Bharali: 12, Dr. Milan</u>
  Neog: 6, Dr. Jalin Prakash Chetia: 05
- \* Books Edited = **05 by the faculty**
- \* Books with ISBN/ISSN numbers with details of publishers: List Enclosed

### Jiban Narah

Sl.	Title with	Book Title, editor & publisher	ISBN No.
No.	page Nos.		
1.	Poetry Anthology	O Mor Dhuniya kapou phul, Publisher- Student Store, Guwahati, 1994	81-85905-878
2	Prose	Suwaranir San, Published- Jyoti Prakashan,Guwahati- 1999	81-86827-63-3
3	Novel	Oikali, Store, Guwahati, 2000	81-7665-064-1
4	Poetry Anthology	TA-IR-RI, Published by- Bak, Guwahati,2000	
5	Poetry Anthology	Suna mor phul kali, published by- Banalata, Guwahati,2004	81-7339-350-8
6	Prose	Bhumir phul, Published by- Anwesha, Guwahati, 2006	81-89003-16
7	Poetry Anthology	Suwansirir Arar Joon Beli, Compiled and edited by Sahitya Academi, Published by Sahitya Academi, Kolkata, 2008	978-81-905863- 8-2
8	Poetry Anthology (edited)	Listen my Flower bud, published by- Sahitya Academi, Kolkata-2008	978-81-260- 2598-5
9	Poetry Anthology	Jiban Naraher Nirbachita Kabita, Translated into Bengali, Published by- Akshar, Tripura & Kalkata, 2009	81-89742-81-7
10	Poetry Anthology	The Buddha and Other Poems, Translated into English, Published by- Monsoon Edition, Kerela, India	81-904289-7-7
11	Poetry Anthology	Momaideur Phulani, Published by Banalata, Guwahati-2008.	978-81-7339- 441-6
12	Poetry Anthology	Haladhiya Upama, Published by- Aank-Baak, Guwahati, 2010	9789380454- 252
13	Novel	Chowa Pitambar Syambaran Megh Ure, Published by-Aank-Bak, Guwahati, 2011	97893-80454- 757
14	Complete Works (Edited)	Mahim Borah r Rasana Samagra, published by- Student Stores, Guwahati- 2011	81-7665-273-3

	Book Title, editor & publisher	ISSN/ISBN No.
1	Assamiya Bhakti Sahitya , A Collection of Article	
2	Gyan- Bigyan-Bimarson	
3	Bisoy Nari	978-81-92086-7-2
4	Samay Balir Khuj	978-93-81694-13-8

### Dr Rajita Kalita

### Dr. Ajit Bharali:

Sl.	Title with page Nos.	Book Title, editor	ISSN/ISBN No.
No.		& publisher	
1.	Tuk Dim Gotekorai (Poetry Book)	Sagar Publisher	
2.	Loka-Sanskriti aru Bharatiya Sahitya, (Reference)	Tapan Mahanta, Khetri	
3.	Tora (Novel)	Sagar Publisher	
4.	Simalu Kol Pakise (Poetry)	Sagar Publisher	
5.	Pota Pukhuri(Poetry)	Akhar	
6.	Radot Dhan Meladi Dehati Melili (Collection of Folk Songs)	Chandra Prakash	978-93-244- 0223-3
7.	Sukurboria Bazar Aru Ananya (Prose)	Krantikal Prakashan	978-93-81694- 06-0
8.	Bisoi-Nari (Ed. Article book)	ADP College Prakashan	978-81-92086- 7-2
9.	Laksminath Bezbarua (Ed. Article book)	ADP College Prakashan	978-93-81694- 41-1
10.	Axomiya Kabitat Loka-Upadan (Reference)	Krantikal Prakashan	978-93-81694- 44-2
11.	Prasanga- Sahitya (Reference)	Krantikal Prakashan	978-93-81694- 34-5

### Dr. Milan Neog

Sl.	Title with page	Book Title, editor & publisher	ISSN/ISBN No.
No.	Nos.		
1	Axamar	Mukti Deulor Rupkar, Edited by Dr.	81-7665-259-0
	Janagosthiya	Dilip Bora Prof. of G.U. Published by	
	Xamasya Aru	Jyoti Prakasan, Panbazar, Guwahati	
	Bishnu rabha		

### Dr. Jalin Prakash Chetia- 3 books

S1.	Title with page Nos.	Book Title, editor & publisher	ISSN/ISBN
No.			No.
1.	HAPPY VILAR SONARU (Poetry Book) page 110, In oct. 2009).	HAPPY VILAR SONARU, Published by Pragyan, Guwahati	
2.	'Moran Janagosthir Bhasa Tulanamulak Alosana'(Reference Book)	Dristi Solution, Panbazar, Guwahati	978-93-5067- 716-2
3.	PuraniS Axomiya Ankiya Nat (Reference Book)	Axom Book Trust, Panbazar, Guwahati	

\* Citation Index: Nil

\* SNIP: Nil

\* SJR: Nil

\* Impact factor: Nil

\* h-index : Nil.

- 20. Areas of consultancy and income generated: Nil.
- 21. Faculty as members in
  - a) National committees b) International Committees c) Editorial Boards.... Nil
- 22. Student projects
  - a) Percentage of students who have done in-house projects including inter departmental/programme : <u>Nil</u>
  - b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies: **Nil.**
- 23. Awards/ Recognitions received by faculty and students: 02: (a) 'SABDA' award received by Poet Jiban Narah in 2013 (b) Homen Borgohain Foundation's literary award for best book of Article collection of 2013 for Dr. Ajit Bharali awarded in 2014
- 24. List of eminent academicians and scientists/ visitors to the department: Nil.
- 25. Seminars/ Conferences/Workshops organized & the source of funding

a)National: Nil

b)International: Nil

26. Student profile programme/course wise:

Name of the	Applications	Selected	Enrolled	Pass
Course/programme	received		*M *F	percentage
(refer question no. 4)				
TDC Assamese (5 <sup>th</sup> /	40	17	M=6	
6 th Sem Major)			F=11	
TDC Assamese (5 <sup>th</sup> /		23	$\mathbf{M} = 14$	
6 th Sem ASL)			F = 09	
TDC Assamese (3 <sup>rd</sup> /4 <sup>th</sup>	50	26	M=17	
Sem Major)			F=09	
TDC Assamese (3 <sup>rd</sup> /4 <sup>th</sup>	-	70	M= 39	
Sem ASL)			F = 31	
TDC Assamese (3 <sup>rd</sup> /4 <sup>th</sup>	-	419	M = 211	
Sem MIL)			F = 208	
TDC Assamese (1st /	70	39	M=21	
2 <sup>nd</sup> Sem Major)			F=18	

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled *M *F	Pass percentage
TDC Assamese (1st /	-	58	M= 22	
2 <sup>nd</sup> Sem ASL			F= 36	
TDC Assamese (1st /	-	466	M= 239	
2 <sup>nd</sup> Sem MIL			F= 227	

<sup>\*</sup>M=Male F=Female

# 27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
TDC Assamese	100%	Nil	Nil

- 28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ? Nil.
- 29. Student progression

Student progression	Against % enrolled
UG to PG	NA
PG to M.Phil.	NA
PG to Ph.D.	NA
Ph.D. to Post-Doctoral	
Employed	100
Campus selection	Nil
Other than campus recruitment	100
1	during last four years
Entrepreneurship/Self-employment	Not Known

- 30. Details of Infrastructural facilities
  - a) Library: There is a departmental Library that contains ...200 books
  - b) Internet facilities for Staff & Students: Internet facility is available
  - c) Class rooms with ICT facility: Digital Classroom with ICT Learning facility
  - d) Laboratories: Nil
- 31. Number of students receiving financial assistance from college, university, government or other agencies: 70
- 32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: **Nil**
- 33. Teaching methods adopted to improve student learning: Lecture, Interactive, Explanation, Illustrative, Q/A methods and Digital and Audio-Visual.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: Nil

# 35. SWOC analysis of the department and Future plans

#### **Strength:**

- 1. Well dedicated, sincere and highly qualified faculty members
- 2. A Strong and resourceful departmental library
- 3. Facility of digital classroom with Internet connectivity and facility of ICT Learning
- 4. A history of producing academically and culturally advanced students.
- Socially and intellectually established and very renowned personalities of current Assamese literature are faculty members of this department
- 6. P.G. course is going to be initiated from 2014-15 session under Gauhati University

# Weakness:

- Inability to have individual attention to students due to the large number especially in MIL Classes
- 2. Lack of Faculty members (Sanctioned Staff) to facilitate Post Graduate and undergraduate at the same time.

## **Opportunities:**

There is ample scope of introducing courses on journalism, type writing, professional proofreading, translation proficiency, News reading, etc. besides M.A. in Assamese course

#### **Challenges:**

In general the classes of the Assamese major and MIL classes remain overcrowded. Hence it is a challenge to maintain and pay proper individual attention to such a large number of students. Moreover, we also traditionally concentrate on cultural and moral development of our students. In the rapidly changing world scenario of growing consumerism it becomes a challenge for us.

# **Future Plans:**

- (i) To introduce research department
- (ii) To organize national/international seminars/ workshops
- (iii) To publish a scholarly journal.

# **Department of Bengali**

1. Name of the department : **BENGALI** 

2. Year of Establishment : **07-09-1959** 

3. Names of Programmes / Courses offered (UG, PG, M.Phil, Ph.D., Integrated

Masters; Integrated Ph.D., etc.) : UG

- 4. Names of Interdisciplinary courses and the departments/units involved: Nil
- 5. Annual/semester/choice based credit system (programme wise) Semester
- 6. Participation of the department in the courses offered by other departments: Nil
- 7. Courses in collaboration with other universities, industries, foreign institutions, etc.: Nil.
- 8. Details of courses/programmes discontinued (if any) with reasons : Nil
- 9. Number of Teaching posts: **02(two sanctioned posts)**

	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	Nil	Nil
Asst. Professors	02	02

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of	No. of Ph.D.
				Years of	Students
				Experience	guided for
					the last 4
					years
1. Dr.Ajit	M.A,	Asstt. Prof.	Group-A	10 yrs.	Nil
kumar	M.Phil,		(Criticism of		
Singha	Ph.D		theory)		
2. Nipon	M.A	Asstt. Prof.	Group-	1 Year	Nil
Das			A(Modern		
			Assamese		
			literature)		

11. List of senior visiting faculty : Nil

12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty : **Nil** 

13. Student - Teacher Ratio (programme wise) : 1:17

- 14. Number of academic support staff (technical) and administrative staff; sanctioned and filled : Nil.
- 15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ M.Phil/PG: M.Phil, Ph.D 01(One)
- 16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received : Nil
- 17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: **Nil**
- 18. Research Centre /facility recognized by the University : Nil
- 19. Publications:
- a) Publication per faculty: List enclosed

# 1. Dr. Ajit Kumar Singha

# A) Research Paper published in journal:

Sl. No.	Title with page No.	Journal	ISSN/ ISBN No.	Whether peer reviewed Impact Factor, if any	No. of co-author s	Whether you are the main author	API Score
1.	Rabindranather probonde Shiksha Chintar Swarup, page no-57-61	Pragyan, March,2008	0976-4283		Nil	yes	10
2.	Pather Panchali: Aupanibesik Monon theke Adhunik Chetanar Uttaron,Page no-54-58	Pragyan, Sept.,2009	0976-4283		Nil	yes	10
3	Panchgramer Bairobmondir, page-287- 291	Abhijatri Feri, January- 10	2231-2862		Nil	yes	10
4	Aupanibesik Monon O Adhunik Chetanar Amimangsita Danda : Aranyaek, Page No-19-29	Swapna, Feb.2010	0976-9676		Nil	yes	10
5	Uttar Kanchan Pur Gramer Itihas, Page No- 147-149	Abhijatri Feri, Aug- 2012	2231-2862		Nil	yes	10
6	Nagaon Hanuman Mela, Page No-	Byatikram, May-2012	2231-5942		Nil	yes	10
7	Fakir Rojob Ali : Jebon O Sahitya	Swapna, Aug-2013	0976-9676		Nil	Yes	10

# 2. Nipon Das

# A) Research Paper published in journal:

Sl. No	Title with page No.  Rohini Abong	Journal  Nari:	ISSN/ ISBN No. 978-93-	Whether peer reviewe d Impact Factor, if any	No. of co- authors	Wheth er you are the main author	API Score
	Binodini Ekti Samiksha, Page No-71-79.	Samaj O Sahitya	82250-33-3			J	
2	Samaj-Sanskarak Swami Vivekanander Krishi-Chinta. Page No-52-58.	Swapna	0976-9676		Nil	Yes	10
3	Deshbhag O Dipendranath Bandyopadhyer Aagami. Page No-25-31.	Jalsiri	2249-7447		Nil	Yes	10
4	Madhyjuger Bangla Sahitye Musalman Kavi: Utsa Sandane, Page No-103- 105	Byatikra m	2231-5942		Nil	yes	10
5	Bharatiya Krishir Unnatite Rabindranath O Vivekanander Chintadhara. Page No-67-74.	Arun	2012/1651		Nil	yes	10
6	Translation: From Assamese to Bengali.	Ninth Column	2229-6778		One	no	10

- 20. Number of publications listed in International Database (For E.g.: Web of Science, Scopus, Humanities International Complete, Dare Database International Social Sciences Directory, EBSCO host, etc.)
- 21. Monographs
- 22. Books Edited

# Dr. Ajit kumar Singha

# **Chapter in Books**

	Books with ISBN/ISSN numbers with details of publishers						
Sl. No.	Title with page Nos.	Book Title, editor & publisher	ISSN/ISBN No.	Whether peer reviewed	No. of co-authors	Whether you are the main author	API Score
1	Malakar Sampradayer Itihas: Barak Upatayaka, Page No- 01- 139	Malakar Sampradayer Itihas: Barak Upatayaka, editor & publisher - Self	978-93- 80382-98-2		Nil	yes	25
2	Bibhutibhusaner Upanyas: Aithijya O Adhunikata. Page No- 01- 264	Bibhutibhusaner Upanyas: Aithijya O Adhunikata. editor & publisher - Self	978-99- 80389-99-2		Nil	yes	50

- 22. SNIP
- 23. SJR
- 24. Impact factor
- 25. h-index
- 26. Areas of consultancy and income generated: Nil
- 27. Faculty as members in
- a) National committees b) International Committees c) Editorial Boards
- 28. Student projects
- a) Percentage of students who have done in-house projects including inter departmental/programme : **Nil**
- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies : **Nil** 
  - 29. Awards/Recognitions received by faculty and students Two Awards received by one faculty member : Nil
  - 30. List of eminent academicians and scientists/ visitors to the department : Nil
  - 31. Seminars/ Conferences/Workshops organized & the source of funding

a) National : Nil

b) International : Nil

32. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled *M *F	Pass percentage
TDC –Ben,(2010-11)		12	9/3	58%
TDC -Ben, (2011-12)		05	3/2	100%
TDC –Ben, (2012-13)		12	11/01	100%
TDC -Ben, (2013-14)		08	05/03	

<sup>\*</sup>M=Male F=Female

# 33. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
TDC Ben,(2010-11)	100%	Nil	
TDC -Ben, (2011-12)	100%	Nil	
TDC -Ben, (2012-13)	100%	Nil	
TDC -Ben, (2013-14)	100%	Nil	

34. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc? ?

# 35. Student progression

Student progression	Against % enrolled
UG to PG	NA
PG to M.Phil	NA
PG to Ph.D.	NA
Ph.D. to Post-Doctoral	NA
Employed	NA
Campus selection	
Other than campus recruitment	
_	
Entrepreneurship/Self-employment	NA

- 36. Details of Infrastructural facilities
- a) Library: There is a departmental Library that contains- 113...... Books
- b) Internet facilities for Staff & Students: Internet facility only for Staff.
- c) Class rooms with ICT facility:
- d) Laboratories: One Language Laboratory

- 37. Number of students receiving financial assistance from college, university, government or other agencies: **08**
- 38. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts Each year one Special Lecture programme for Major Students on Course related matters is held where External experts take part.
- 39. Teaching methods adopted to improve student learning: Lecture, Interactive, Explanation, Illustrative and Q/A methods.
- 40. Participation in Institutional Social Responsibility (ISR) and Extension activities"
- 41. SWOC analysis of the department and Future plans :

# **Strength:**

- 1. Highly qualified faculty members
- 2. Healthy student-teacher relationship
- 3. Ambedkar Study Centre at the department
- 4. Computer and internet

#### Weakness:

- 1. Inability to open major in Bengali
- 2. Lack of digital library
- 3. Poor student enrollment
- 4. Lack of sanctioned teaching staff

## **Opportunity:**

Nagaon town as well as the district comprises a significant proportion of Bengali speaking population. To cater their educational needs, number of colleges with department of Bengali is very few in this region. As such, the department has great opportunity to introduce major course in the subject and attract a large number of students from the region. Moreover, the faculties of the department are highly research oriented and are constantly publishing various research based articles and papers in various journals and magazines as well as in the book form.

# **Challenges:**

- 1. To attract more students
- 2. To open major course
- 3. To organize national seminar and generate resources through departmental and individual research projects

# **Future Aim:**

- 1. To open major course
- 2. To publish research journal
- 3. To organize state/national level seminar
- 4. To apply for major research project

# **Department of Botany**

1. Name of the department: **BOTANY** 

2. Year of Establishment: 1978.

- 3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.): UG
- 4. Names of Interdisciplinary courses and the departments/units involved: Nil
- 5. Annual/semester/choice based credit system (programme wise): Semester
- 6. Participation of the department in the courses offered by other departments
- 7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **Nil.**
- 8. Details of courses/programmes discontinued (if any) with reasons: Nil.
- 9. Number of Teaching posts: 5 (five sanctioned posts)

	Sanctioned	Filled
Professors	-	-
Associate Professors	3	3
Asst. Professors	2	1

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specilization	No. of Years	No. of
				of	Ph.D.
				Experience	Students
					guided for
					the last 4
					years
Mrs.	M.Sc	Associate	Cytogenetics	33	Nil
Bhabani		Professor	and Plant		
Borah			breeding		
Bipul Kr.	M.Sc.	Associate	Mycology and	31	Nil
Borah		Professor	Plant		
			pathology		
Mrs.	M.Sc.,	Associate	Angiosperm	18	Nil
Sonjira	M.Phil.	Professor	Taxonomy		
Hazarika					
Bijumoni	M.Sc. ,	Asstt. Prof	Microbiology	15	Nil
Borah	M.Phil				

11. List of senior visiting faculty: Nil.

- 12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty: 20%
- 13. Student Teacher Ratio (programme wise): 45:1
- 14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: 2
- 15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG:

## Ph.D---Nil, M.Phil----- 2(two) (Sonjira Hazarika and Bijumoni Borah)

- **16.** Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **Nil**
- 17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: **Nil.**
- 18. Research Centre /facility recognized by the University: Nil
- 19. Publications:
  - \* a) Publication per faculty
  - \* Number of papers published in peer reviewed journals (national / international) by faculty and students: **01 (One) by Mrs. Sonjira Hazarika**
  - \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database International Social Sciences Directory, EBSCO host, etc.): **Nil**
  - \* Monographs: Nil
  - \* Chapter in Books: Nil
  - \* Books Edited: Nil
  - \* Books with ISBN/ISSN numbers with details of publishers: Nil
  - \* Citation Index : Nil
  - \* SNIP: Nil
  - \* SJR: Nil
  - \* Impact factor: Nil.
  - \* h-index: Nil.
- 20. Areas of consultancy and income generated: Nil.
- 21. Faculty as members in
- a) National committees b) International Committees c) Editorial Boards.... Nil
- 22. Student projects
- a) Percentage of students who have done in-house projects including inter

departmental/programme: Nil.

- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies: Nil.
- 23. Awards/ Recognitions received by faculty and students one faculty member: Nil
- 24. List of eminent academicians and scientists/ visitors to the department: Nil.
- 25. Seminars/ Conferences/Workshops organized & the source of funding

# a) National: 1) UGC Sponsored workshop on Bio-fuel as a Non conventional source of energy

b) International: Nil.

# 26. Student profile programme/course wise:

Name of the	Applications	Selected	Enro	led	Pass
Course/programme	received		*M	*F	percentage
(refer question no. 4)					
2013-14					
TDC Botany (Major)	45	30	17	13	-
TDC Botany (General)	80	80	56	24	-
2012-13					
TDC Botany (Major)	40	30	16	14	-
TDC Botany (General)	49	49	30	19	-
2011-12					
TDC Botany (Major)	12	10	6	4	-
TDC Botany (General)	23	23	12	11	-

# 27. Diversity of Students

Name of the	% of	% of students	% of
Course	students	from other	students
	from the	States	from
	same state		abroad
	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.: **NA** 

# 29. Student progression

Student progression	Against % enrolled
UG to PG	Nil
PG to M.Phil.	Nil

Student progression	Against % enrolled
PG to Ph.D.	Nil
Ph.D. to Post-Doctoral	
Employed	21 during last four
Campus selection	years
Other than campus recruitment	
_	
Entrepreneurship/Self-employment	Not Known

- 30. Details of Infrastructural facilities
- a) Library: There is a departmental Library that contains ...400 books
- b) Internet facilities for Staff & Students: Internet facility only for Staff.
- c) Class rooms with ICT facility: 1
- d) Laboratories: 3.
- 31. Number of students receiving financial assistance from college, university, government or other agencies: **Not Known**
- 32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: Nil
- 33. Teaching methods adopted to improve student learning: Lecture, Interactive, Explanation, Illustrative and Q/A methods.
- 34. Participation in Institutional Social Responsibility (ISR) and Extension activities": Nil
- 35. SWOC analysis of the department and Future plans :

#### **Strength:**

- 1. Experienced, dedicated, and competent faculty and staff
- 2. Adequacy of infrastructure, for example, sufficient space, classroom, equipment, ICT, laboratory, botanical garden etc.
- 3. Academic reputation and performance in university examinations
- 4. Increased Enrolment since last a few years

#### Weakness:

- 1. Lack of diversity of Life Science course offerings
- 2. Insufficient sanctioned teaching staff

# **Opportunity:**

- 1. Capability of offering innovative as well as need based academic programmes.
- 2. Capability of offering P.G. Courses

# **Challenges:**

- 1. Students and guardians, in general, seem to be looking for short-term benefits, glamour based jobs (that is, job in hand before walking out of college), and not long-term. As such, drop out rate is found to be high
- 2. Most of the students belong to poor economic background

## **Future Plans:**

- b. Apart from normal courses the department will try for introduction of Biotechnology course in degree level.
- c. Plan to introduce some vocational courses like Forestry and Herbal medicine.
- d. Some programme on Entrepreneurial skill development among the students will also be arranged.
- e. A project on production cum training programme on Vermicompost, Biofertilizer and food processing will be undertaken.
- f. The department proposes to hold a workshop cum training programme on skill development on traditional system of medicine practitioner and also popularize medicinal plant gardening among the rural people.

# **Department of Chemistry**

1. Name of the department: **Chemistry** 

2. Year of Establishment: 1978.

- 3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : **UG**
- 4. Names of Interdisciplinary courses and the departments/units involved: Environmental Studies, Herbal Science and Technology
- 5. Annual/semester/choice based credit system (programme wise): Semester
- 6. Participation of the department in the courses offered by other departments: Nil
- 7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **Nil.**
- 8. Details of courses/programmes discontinued (if any) with reasons: Nil.
- 9. Number of Teaching posts 5 (five sanctioned posts)

	sanctioned	Filled
Professors		
Associate Professors		1
Asst. Professors	3	1

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specilization	No. of	No. of Ph.D.
				Years of	Students
				Experience	guided for the
					last 4 years
Dr Mridul Kr	M.Sc.,Ph.D.	Associate	Organic	22	Nil
Hazarika		Professor	Chemistry		
Dr Kishor Kr	M.Sc.,Ph.D.	Assistant	Physical	8	Nil
Shah		Professor	Chemistry		
Ms.	M.Sc	Assistant	Physical	1	Nil
Sulakshana		Professor	Chemistry		
Brahma					

- 11. List of senior visiting faculty: Nil.
- 12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty: **Nil**

- 13. Student Teacher Ratio (programme wise): **10:1 for B.Sc**.
- 14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **Two**
- 15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG:

# Ph.D---2 (Two)

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Dr. Kishore Kr Shah (Two UGC Sponsored Minor Research Project)

Name of	Nature of	Funding	Title of the Project	Amount
teacher	Project &	agency		Sanctioned
	Year			
Kishore	Minor	UGC	Introduction of 4d	80,000
Kumar Shah	(2008-10)		transition metal to MFI	
			Zeolite synthesized in	
			fluoride medium	
Kishore	Minor	UGC	Study of catalytic	1,50,000
Kumar Shah	(2012-13)		activity of Zr-MFI	
			samples synthesized in	
			neutral medium	

- 17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: **Nil.**
- 18. Research Centre /facility recognized by the University: Nil
- 19. Publications:
  - \* a) Publication per faculty: 3 (three)
  - \* Number of papers published in peer reviewed journals (national / international) by faculty and students: 3 (Three) Dr. Mridul Hazarika..."Synthesis of Paraben Using Montmorillonite K 10 Clay Catalyst" in "Indian Journal of Chemical Technology"
    - Dr. Kishore Kumar Shah.... 2...in Peer Reviewed International and National Journal.
  - \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database International Social Sciences Directory, EBSCO host, etc.): Nil
  - \* Monographs: Nil
  - \* Chapter in Books: 2

\* Books Edited: Nil

\* Books with ISBN/ISSN numbers with details of publishers: Nil

\* Citation Index : Nil

\* SNIP: Nil

\* SJR: Nil

\* Impact factor: 2.35 by Dr. Kishore Kumar Shah and 0.648 by Dr. Mridul

kr. hazarika

\* h-index: Nil.

- 20. Areas of consultancy and income generated: Nil.
- 21. Faculty as members in
- a) National committees b) International Committees c) Editorial Boards.... Nil
- 22. Student projects
- a) Percentage of students who have done in-house projects including inter departmental/programme: **Yearly Project Reports are submitted by students**.
- b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/other agencies: **Nil.**
- 23. Awards/ Recognitions received by faculty and students: Nil
- 24. List of eminent academicians and scientists/ visitors to the department: Nil.
- 25. Seminars/ Conferences/Workshops organized & the source of funding
- a) National: Seminar-1, workshop-1 (Funding Agency UGC).
- b)International: Nil.
- 26. Student profile programme/course wise:

Name of the	Applications	Selected	Enro	lled	Pass
Course/programme	received		*M	* <b>F</b>	percentage
(refer question no. 4)					
(2013-14)					
1 <sup>st</sup> and 2 <sup>nd</sup> Sem (Major)	-	19	15	04	-
1 <sup>st</sup> and 2 <sup>nd</sup> Sem (Gen)	-	101	76	25	-
3 <sup>rd</sup> and 4 <sup>th</sup> Sem. (Major)	-	03	02	01	-
3 <sup>rd</sup> and 4 <sup>th</sup> Sem. (Gen)	-	30	18	12	-
(2012-13)					
1 <sup>st</sup> and 2 <sup>nd</sup> Sem. (Major)	-	31	26	05	-
3 <sup>rd</sup> and 4 <sup>th</sup> Sem (Major)	-	03	02	01	-

Name of the	Applications	Selected	Enro	lled	Pass
Course/programme	received		*M	*F	percentage
(refer question no. 4)					
1 <sup>st</sup> and 2 <sup>nd</sup> Sem (Gen)	-	67	47	20	-
3 <sup>rd</sup> and 4 <sup>th</sup> Sem (Gen)	-	101	76	25	-
(2011-12)					
1 <sup>st</sup> Sem. (Major)	-	04	03	01	-
1 <sup>st</sup> Sem. (Gen)	-	23	18	05	-
TDC 1 <sup>st</sup> Year	-	12	12	01	-

<sup>\*</sup>M=Male F=Female

# 27. Diversity of Students

Name of the Course	% of students	% of students	% of students
	from the same	from other	from abroad
	state	States	
B.Sc with Chemistry	100%	Nil	Nil
(Major)			

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ? Nil.

# 29. Student progression

Student progression	Against % enrolled
UG to PG	NA
PG to M.Phil.	NA
PG to Ph.D.	NA
Ph.D. to Post-Doctoral	NA
Employed	50
Campus selection	Nil
Other than campus recruitment	50
Entrepreneurship/Self-employment	Not Known

- 30. Details of Infrastructural facilities
- a) Library: There is a departmental Library that contains ... **78.....** books
- b) Internet facilities for Staff & Students: Internet facility only for Staff.
- c) Class rooms with ICT facility: Nil.
- d) Laboratories: Yes

- 31. Number of students receiving financial assistance from college, university, government or other agencies: **N.A**
- 32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: **Nil**
- 33. Teaching methods adopted to improve student learning: Lecture, Interactive, Explanation, Illustrative, Q/A methods and Digital and Audio-Visual.
- 34. Participation in Institutional Social Responsibility (ISR) and Extension activities: Nil
- 35. SWOC analysis of the department and Future plans

## Strength:

All the faculties of the Department are energetic, dutiful and always eager to learn new knowledge. Housed in an R.C.C. building, the laboratory is well equipped, comfortably furnished and has separate airy and spacious arrangement for organic, inorganic and physical practical.

#### Weakness:

- 1. Lack of sanctioned faculty staff.
- 2. Lack of well trained laboratory technician
- 3. Comparatively low enrolment and high rate of dropout.

## **Opportunity:**

To carry out research project on the basis of available chemistry laboratory facility

#### **Challenges:**

Major challenge in front of us is to develop the department as one of the best departments in the state for education and research. Another challenge is to create more graduates in Chemistry with best of theoretical knowledge, analytical skills, research aptitude, professional ethics and human values.

#### Future plans of the department:-

- 1. To mobilize more resources and funding from UGC, DST through research projects.
- 2. To acquire more sophisticated equipments from the UGC and DST grants for improving the in house research work.
- 3. To strengthen the Parents-Guardian Association of the Department.
- 4. To motivate the students towards basic sciences

# **Department of Computer Science**

- 1. Name of the department: **Computer Science**
- 2. Year of Establishment: 2006
- 3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.): **UG and PG Diploma**
- 4. Names of Interdisciplinary courses and the departments/units involved
  - g. Computer Application (G) in BA
  - h. Computer Science (G) in BSc
  - i. BCA
  - i. PGDCA
- 5. Annual/semester/choice based credit system (programme wise)- Semester
- 6. Participation of the department in the courses offered by other departments-Nil
- 7. Courses in collaboration with other universities, industries, foreign institutions, etc. Nil.
- 8. Details of courses/programmes discontinued (if any) with reasons- Nil.
- 9. Number of Teaching posts 4 (One non-sanctioned posts)

	sanctioned	Filled
Professors		
Associate Professors	0	0
Asst. Professors	0	4

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specilization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Sidhartha Kr.	MCA,	Asstt. Prof.	No	08	Nil
Saikia	M.Phil.				
Mampi Devi	MCA	Asstt. Prof.	No	04	Nil
Deep Jyoti	MSc(IT)	Asstt. Prof.	No	03	Nil
Borah					
Dhiraj Kr.	MCA	Asstt. Prof	No	02	Nil
Borah					

- 11. List of senior visiting faculty: Nil.
- 12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty: 40%
- 13. Student -Teacher Ratio (programme wise): 15:1 for B.A., 5:1 for B.Sc., 3:1 for BCA.
- 14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **Nil**
- 15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG:

## **M.Phil---- 1(One)**

- 16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received- **Nil**
- 17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: **Nil.**
- 18. Research Centre /facility recognized by the University: Nil
- 19. Publications:
  - \* a) Publication per faculty: Nil.
  - \* Number of papers published in peer reviewed journals (national / international) by faculty and students : Nil
  - \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database International Social Sciences Directory, EBSCO host, etc.)- Nil.
  - \* Monographs-Nil
  - \* Chapter in Books- Nil
  - \* Books Edited Nil
  - \* Books with ISBN/ISSN numbers with details of publishers- Nil
  - \* Citation Index Nil
  - \* SNIP- Nil
  - \* SJR-Nil
  - \* Impact factor Nil.
  - \* h-index Nil.
- 20. Areas of consultancy and income generated Nil.
- 21. Faculty as members in
- a) National committees b) International Committees c) Editorial Boards.... Nil

## 22. Student projects

- a) Percentage of students who have done in-house projects including inter departmental/programme: BCA and PGDCA final semester Project Reports are submitted by students.
- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies: **Nil.**
- 23. Awards/ Recognitions received by faculty and students Two Awards received by one faculty member: Nil
- 24. List of eminent academicians and scientists/ visitors to the department: Nil.
- 25. Seminars/ Conferences/Workshops organized & the source of funding

a)National: Nil.

b)International: Nil.

26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enro *M	lled *F	Pass percentage
Computer Application (G) in BA (Session 2013-14)	31	31	19	12	Result awaited
Computer Science (G) in BSc (Session 2013-14)	12	12	11	1	Result awaited
BCA (Session 2013-14)	7	7			Result awaited
PGDCA (Session 2013-14)	48	48			Result awaited

<sup>\*</sup>M=Male F=Female

## 27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
BA(G)	100%	Nil	Nil
BSc(G)	100%	Nil	Nil
BCA	100%	Nil	Nil
PGDCA	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ? Nil.

## 29. Student progression

Student progression	Against % enrolled
UG to PG	Not Available
PG to M.Phil.	NA
PG to Ph.D.	NA
Ph.D. to Post-Doctoral	
Employed	Record Not Available
Campus selection	
Other than campus recruitment	
Entrepreneurship/Self-employment	Not Known

- 30. Details of Infrastructural facilities
- a) Library: The College Central Library that contains 764 books including both text and reference books.
- b) Internet facilities for Staff & Students: Internet facility for Staff and Students.
- c) Class rooms with ICT facility: Nil.
- d) Laboratories: A departmental laboratory with 15 computers.
- 31. Number of students receiving financial assistance from college, university, government or other agencies: **Record Not Available**
- 32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts Each year one Special Lecture programme for Major Students on Course related matters is held where External experts take part -Nil
- 33. Teaching methods adopted to improve student learning: Lecture, Interactive, Explanation, Illustrative, Q/A methods and Digital and Audio-Visual.
- 34. Participation in Institutional Social Responsibility (ISR) and Extension activities- Nil
- 35. SWOC analysis of the department and Future plans

**Strength-** We have an experienced, sincere and dedicated faculty staff with a well equipped laboratory. Closed interdepartmental association with department of Math, English etc. for BCA curriculum. Separate classroom for BCA and PGDCA.

**Weakness-** No post has been sanctioned for the department. Department is self financed. Less lab facility compared to student strength and no. of courses. A Digital classroom with ICT facility is a urgent requirement.

**Opportunity-** Continuous monitoring and evaluation of the recently introduced semester system helps the students to perform better. Students can also take the advantage by getting admission in career oriented certificate course in Web Designing

in parallel to their conventional course.

**Challenges-** To attract more brilliant students with present amenities. To equip present level of students with latest IT knowledge and prepare them to compete in the global market.

# **Department of Economics**

1. Name of the department: **ECONOMICS** 

2. Year of Establishment: 1959

- **3.** Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.): **UG**
- 4. Names of Interdisciplinary courses and the departments/units involved: **Environmental Studies**
- 5. Annual/semester/choice based credit system (programme wise): Semester
- 6. Participation of the department in the courses offered by other departments : **Environmental Studies**
- 7. Courses in collaboration with other universities, industries, foreign institutions, etc. Nil
- 8. Details of courses/programmes discontinued (if any) with reasons: Nil.
- 9. Number of Teaching posts 5 (five sanctioned posts)

	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	3	3
Asst. Professors	2	2

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specilization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Kakali Boruah	M.A	Associate Professor	Demography	20	nil
Dr. Sanjib Kr. Borkakoti	M.A, Ph.D	Associate Professor	Industrial Economics, Econometrics	19	2
Alpana Boruah	M.A.	Associate Professor	Agricultural Economics	16	nil
Gangarani Das	M.A., M.Phil	Associate Professor	International Economics	13	nil
Arati Bharali	M.A., M.Phil	Assistant Professor	Econometrics, Environmental Economics, Financial System	02	nil

11. List of senior visiting faculty: Nil.

- 12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty: **Nil**
- 13. Student Teacher Ratio (programme wise): **35:1**
- **14.** Number of academic support staff (technical) and administrative staff; sanctioned and filled: **Nil**
- 15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG:

# **Ph.D---1** (one) **M.Phil-----** 2(two)

- **16.** Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **1 (One)**
- 17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: **Nil.**
- 18. Research Centre /facility recognized by the University: Nil
- 19. Publications:
  - \* a) Publication per faculty
  - \* Number of papers published in peer reviewed journals (national / international) by faculty and students: Total 19 (Kakali Baruah = 1, Dr. Sanjib Kr Borkakoti = 17, Arati Bharali = 1)

## Dr. Sanjib Kr. Barkakoti's papers:

- 1. <u>Real wage rate of agricultural labourers</u>, in Journal of N.E.I.C.S.S.R., Shillong, Vol 20 No. 1, April 1996, ISSN 0973-7913
- 2. <u>Importance of labour intensive technology</u>, in Journal of N.E.I.C.S.S.R., Shillong, Vol 25 No. 2, October 2001, ISSN 0973-7913
- 3. <u>The unique philosophy of Srimanta Sankaradeva</u>, in Mahapurusa Jyoti, Journal of Srimanta Sankaradeva Sangha, edited by Dr. Suresh Chandra Bora, Volume IV, Nagaon 2002, ISSN 2277-2901
- 4. Absence of Shakti worship: a unique feature of Eka Sarana Harinam Dharma of Srimanta Sankaradeva, in Mahapurusa Jyoti, Journal of Srimanta Sankaradeva Sangha, edited by Dr. Suresh Chandra Bora, Volume V, Nagaon 2003, ISSN 2277-2901
- 5.<u>Interlinking of rivers: implications for Assam</u>, in Journal of N.E.I.C.S.S.R., Shillong, Vol 27 No. 2, October 2003, ISSN 0973-7913

- 6. Interaction between tribal Mising culture and Vaishnavite culture of Assam, in Mahapurusa Jyoti, Journal of Srimanta Sankaradeva Sangha, edited by Dr. Suresh Chandra Bora, Volume VI, Nagaon 2004, ISSN 2277-2901
- 7. Ankiya Bhaonar Aharjya, in Sankari Sanskritir Subas, ed by Phani Hazarika, Srimanta Sankaradeva Sangha, 2014, ISSN 2319-1317
- 8. <u>Place of Srimanta Sankaradeva in all-India perspective</u>, in Mahapurusa Jyoti, Journal of Srimanta Sankaradeva Sangha, edited by Dr. Suresh Chandra Bora, Volume VII, Nagaon 2005, ISSN 2277-2901
- 9. <u>Ankiya play and Bhaona of Srimanta Sankaradeva</u>, in Mahapurusa Jyoti, Journal of Srimanta Sankaradeva Sangha, edited by Biswajit Kalita, Volume VIII, Nagaon 2006, ISSN 2277-2901
- 10. <u>Vaishnava literary tradition of Assam</u>, in Prabuddha Bharata, edited by Swami Satyaswarupananda, Advaita Ashrama, Volume 115, Nos 3 & 4, Kolkata, March & April, 2010, ISSN 0032-6178
- 11. Phulaguri Peasant Uprising: the first in the Indian Freedom Movement, in Quest, Journal of Vivekananda Kendra Institute of Culture, edited by B.B. Kumar, Guwahati, Vol IV, No 2, January, 2011, ISSN 0976-0040
- 12. Swami Vivekananda and Society, in Prabuddha Bharata, edited by Swami Satyaswarupananda, Advaita Ashrama, Volume 118, No 2, Kolkata, February, 2013, ISSN 0032-6178
- 13.Ankiya Bhaonar Aharyat Paribartan, in Sankari Sanskritir Subas, edited by Phani Hazarika, Jornal of Srimanta Sankaradeva Sangha, February 2013, ISSN 2319-1317
- 14. Sankari sangeetor udbhav aru kramabikash, in Sankari Sanskritir Subas, ed by Phani Hazarika, Srimanta Sankaradeva Sangha, 2008, ISSN 2319-1317
- 15. Srimanta Sankaradevar ankiya nat aru bhaona, in Sankari Sanskritir Subas, ed by Phani Hazarika, Srimanta Sankaradeva Sangha, 2009, ISSN 2319-1317
- 16. Srimanta Sankaradevar srista dhrupadi nrityashailir utpatti katha, in Sankari Sanskritir Subas, ed by Phani Hazarika, Srimanta Sankaradeva Sangha, 2010, ISSN 2319-1317
- 17. Lokasangrahar ahilarupe Sankari sanskriti, in Sankari Sanskritir Subas, ed by Phani Hazarika, Srimanta Sankaradeva Sangha, 2011, ISSN 2319-1317
  - \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database International Social Sciences Directory, EBSCO host, etc.) **Dr Sanjib Kr**

## Borkakoti 5 in Wikipedia

- \* Monographs Dr Sanjib Kr Borkakoti 1
- \* Chapter in Books— Dr Sanjib Kr Borkakoti 6, Kakali Boruah 2, Arati Bharali 1, Gangarani Das 1,
- \* Books Edited Dr Sanjib Kr Borkakoti 2
- (1) Bardowa Gurucharit, original by Puwaram Mahanta, (Bani Mandir, Guwahati, 2009)
- (2) <u>Problems of Industrial Labourers in Assam</u>, (ADP College, Nagaon, 2013) ISBN 978-93-81694-58-9
  - \* Books with ISBN/ISSN numbers with details of publishers—

#### Dr Sanjib Kr Borkakoti's books with ISBN:

- (1) Sri Aurobindo, (Manthan Prakash, Guwahati, 1988, 1990, Chandra Prakash, 2005) ISBN 81-86068-03-1
- (2) The Deceleration Phenomena, (Manthan Prakash, Guwahati, 1989) ISBN 81-86068-00-7
- (3) Aponar Santanak Ki Shikabo, (Manthan Prakash, Guwahati, 1990, Sabita Prakash, 2009) ISBN 81-86068-05-8
  - (4) Dalito Astittwa, (Manthan Prakash, Guwahati, 1990) ISBN 81-86068-02-3
  - (5) Sri Sri Sankardeva, (Bani Mandir, Guwahati, 1995) ISBN 7206-026-2
  - (6) Akanir Sankaradeva, (Bani Mandir, Guwahati, 1995) ISBN 81-7206-030-0
- (7) <u>Sarvagunakara Srimanta Sankaradeva</u>, (Dr. Sanjib Kr. Borkakoti, Nagaon, 2000) ISBN 81-86068-07-4
- (8) <u>Mahapurusha Srimanta Sankaradeva</u>, (Bani Mandir, Guwahati, 2005) ISBN 81-7206-172-5
- (9) Namghosha: The Oriental Gem, (Bani Mandir, Guwahati, 2006) ISBN 81-7206-319-7
  - (10) Purnanga Katha Gurucharit, (Bani Mandir, Guwahati, 2007) ISBN 81-7206-329-9
- (11) <u>Saint Srimanta Sankaradeva</u>, (Chandra Prakash, Guwahati, 2008) ISBN 13978-81-244-0023-4
- (12) <u>Great Songs</u>, translated from original Srimanta Sankaradeva's Bargît (Society for Srimanta Sankaradeva, Guwahati, 2012) ISBN 978-93-81694-30-5
- (13) <u>Srimanta Sankaradeva</u>: an epoch maker, (EBH Publishers (India), an imprint of Eastern Book House, Guwahati, 2012) ISBN 978-93-80261-47-8

- (14) <u>Issues in Industrialization</u>, (Krantikal Prakashan, Nagaon, 2012) ISBN 978-93-81694-31-2
- (15) <u>Srimanta Sankaradeva's Contributions</u>, (Lambert Academic Publishing, an imprint of AV Akademikerverlag GmbH & Co. KG, Germany, 2012) ISBN 978-3-8465-1276-0
- (16) Arthanaitik Uttaranar Chinta, (Kiran Prakashan, Dhemaji, 2012) ISBN 978-93-82164-21-0
- (17) <u>Great Persons of Assam</u>, (EBH Publishers (India), an imprint of Eastern Book House, Guwahati, 2013) ISBN 978-93-83252-13-8
- (18) <u>Problems of Industrial Labourers in Assam</u>, (ADP College, Nagaon, 2013) ISBN 978-93-81694-58-9
- (19) Sahityar Uddeshya aru Darshan, (Purbottar Prakashan, Nagaon, 2007) ISBN 81-904177-9-7-03
- (20) Shiksha Vyavasthar Sankatmochan, (Purbottar Prakashan, Nagaon, 2006) ISBN 81-904177-0-3
  - \* Citation Index: NA
  - \* SNIP: NA
  - \* SJR: NA
  - \* Impact factor: Nil.
  - \* h-index: Nil.
  - 20. Areas of consultancy and income generated: Dr Sanjib Kumar Borkakoti has offered consultancy service to Hyderabad based firm *Kshetra* in the preparation of dossier on Majuli island of Assam to be submitted UNESCO for World Heritage site status.
  - 21. Faculty as members in
  - a) National committees b) International Committees c) Editorial Boards.... One
  - 22. Student projects
  - a) Percentage of students who have done in-house projects including inter departmental/programme : Nil.
  - b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies: **Nil.**
  - 23. Awards/ Recognitions received by faculty and students --One Award received by one faculty member: Dr. Sanjib Kr Borkakoti received the Chandrakanta Hiraprabha Baruah Memorial Trust Award (2008) for Vaisnhniavite literature.

His books are catalohued by many renowned libraries like library of Congress, USA.

- 24. List of eminent academicians and scientists/visitors to the department: 1. Prof. N. Srivastava, Dept of Economics, NEHU. 2. Prof P. Nayak, Dept of Economics, NEHU.3. Prof. Sarat Kakati, Dibrugarh University 4. Jatindra Kr. Borgohain, eminent economist and columnist.
- 25. Seminars/ Conferences/Workshops organized & the source of funding
- a) National: One UGC sponsored national seminar.
- b)International: Nil.

26. Student profile programme/course wise: in 2013/14

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled *M *F	Pass percentage
TDC Economics (1 <sup>st</sup> /2nd sem) (Major)	20	14	7M 7F	Newly admitted on May'13
TDC Economics (1 <sup>st</sup> / 2nd sem) (General Course)	105	79	55M 24F	Newly admitted on May'13
TDC Economics (3 <sup>rd</sup> and 4 <sup>th</sup> sem) (Major)		09	7 M 2F	Cent percent passed with maximum 8.0 percentile
TDC Economics (3 <sup>rd</sup> and 4 <sup>th</sup> sem) (General)		41	30M 11F	Cent percent passed
TDC Economics (3 <sup>rd</sup> sem) Interdisciplinary course (Environmental Sc.)	250	250	120M 130F	Cent percent passed
TDC Economics (5 <sup>th</sup> and 6th sem) (Major)		17	9 M 8F	
TDC Economics (5 <sup>th</sup> and 6 th sem) (General)		43	28M 15F	

## 27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A & B.Sc	100%	Nil	Nil

- **28.** How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. **one SLET**
- 29. Student progression

Student progression	Against % enrolled
UG to PG	Not Available
PG to M.Phil.	NA
PG to Ph.D.	NA
Ph.D. to Post-Doctoral	
Employed	Thirty-seven during
Campus selection	last four years
Other than campus recruitment	
_	
Entrepreneurship/Self-employment	Not Known

- 30. Details of Infrastructural facilities
- a) Library: There is a departmental Library that contains ...432 books
- b) Internet facilities for Staff & Students: Internet facility only for Staff.
- c) Class rooms with ICT facility: 1 (One) Digital Class Room
- d) Laboratories: Nil
- **31.** Number of students receiving financial assistance from college, university, government or other agencies: **452**
- 32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: A Workshop was held with Baneswar Saikia as resource person. A civil servant B.B.Dev Chowdhury also also gave a lecture.
- 33. Teaching methods adopted to improve student learning: Lecture, Interactive, Explanation, Illustrative and Q/A methods.
- 34. Participation in Institutional Social Responsibility (ISR) and Extension activities: Socio-economic studies carried out in nearby villages like Major-ati by the students and faculty members of the dept. Guidance are given to people about economic opportunities.

35. SWOC analysis of the department and Future plans: The dept has faculty members well versed in the areas of industrial economics, econometrics and agricultural economics. They constitue the main strength of the department. Two of them have PhD and two M.Phil. At present four faculty members are pursuing PhD studies. One faculty member is member of Govt of India's sub-committee on world heritage as well as Govt. of Assam's body Majuli Cultural Landscape Management Authority. The department has organized a national seminar and several lecture programmes. The proceeding s of one national seminar was published with ISBN. The alumni of the dept are well placed. But the new enrolments are not upto the mark as the students from nearby areas prefer to go to colleges in Guwahati. The dept is planning to start PG programme from 2015-16 session. In future there is scope to start research works also here. Since there is no PG programme in Economics in entire middle Assam, the planned programme will be a major strength of the college. The catchment area of the college is the source of opportunity for the department.

# **Department of Education**

1. Name of the department: **EDUCATION** 

2. Year of Establishment: 1959

- 3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.): UG, Certificate Course in Human rights and Duties
- 4. Names of Interdisciplinary courses and the departments/units involved- NIL
- 5. Annual/ semester/choice based credit system (programme wise): **Semester**
- 6. Participation of the department in the courses offered by other departments NIL
- 7. Courses in collaboration with other universities, industries, foreign institutions, etc. Nil.
- 8. Details of courses/programmes discontinued (if any) with reasons: Nil.
- 9. Number of Teaching posts 3 (three sanctioned posts)

	Sanctioned	Filled
Professors		
Associate Professors		1
Asst. Professors		2

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specilization	No. of	No. of Ph.D.
				Years of	Students
				Experience	guided for
					the last 4
					years
Boby Bhuyan	M.A., B.Ed,	Associate	School	16	nil
	Ph.D	Professor	Organization		
Sabita Devi	M.A., B.Ed	Asstt. Prof.	Abnormal	15	nil
			Psychology		
Archana Das	M.A., B.Ed	Asstt. Prof.	Abnormal	07	nil
			Psychology		

- 11. List of senior visiting faculty: Nil.
- 12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty: **Nil** (**Temporary Faculty was entrusted with H.S classes**)
- 13. Student Teacher Ratio (programme wise): 200:1
- 14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **Nil**

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG:

# Ph.D---1 (one), PG in Peace and development Studies-1(one)

- 16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **Nil**
- 17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: **Nil.**
- 18. Research Centre /facility recognized by the University: Nil
- 19. Publications:
  - \* a) Publication per faculty
  - \* Number of papers published in peer reviewed journals (national / international) by faculty and students : **Peer reviewed journals- 9 (Nine)**
  - \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database International Social Sciences Directory, EBSCO host, etc.): **Nil**
  - \* Monographs: Nil
  - \* Chapter in Books: Nil
  - \* Books Edited : Mrs. Sabita Devi 1(One)
  - \* Books with ISBN/ISSN numbers with details of publishers: Dr. B. Bhuyan: 2
  - \* Citation Index: Nil.
  - \* SNIP: Nil.
  - \* SJR: Nil.
  - \* Impact factor: Nil.
  - \* h-index: Nil.

# **LIST OF PUBLICATIONS:**

# Research Paper published in journal:

# **DR BOBY BHUYAN:**

Sl.	Title with page No.	Journal	ISSN/ISBN No.	Whether
No.				peer reviewed
1	A Study of Job Satisfaction of Engineering college Teachers of Assam	Indian Streams Research Journal Journal)Vol 3 No-3, April 2013	ISSN-2230-7850	Yes
2	A Study of Job Satisfaction among Teachers working in GOVT. Engineering Colleges of Assam	Asian Resonance Vol 2, Issue 2, April, 2013	ISSN- 0976-8602	Yes
3	A Study on Value Pattern of teachers working in Urban High School of Nagaon District	Review of Research Vol 2, Issue IX, June, 2013	ISSN- 2249-894X	Yes
4	A Study of Job Satisfaction among teachers working in Assam Engineering College, Guwahati	Creatcrit Vol 1, No 1, 2014	ISSN- 2347-8829	Yes

# MRS. SABITA DEVI:

S1.	Title with page No.	Journal	ISSN/ISBN No.	Whether peer
No.				reviewed Impact
				Factor, if any
1	A Study on students'	The Clarion	ISSN-2277-1697	Yes
	participation in vocational	(International Multi-	E-ISSN:2277-937X	
	education courses in the	disciplinary Journal)		
	provincialized degree colleges of	Vol 2 No-2, 2013		
	Nagaon and Morigaon districts of			
	Assam, India Pp. 120-127			
2	A study on Value pattern of	Indian Stream	ISSN- 2249-894X	Yes
	Teachers working in Urban High	research Journal		
	School of Nagaon District Pp.	Review of Research		
	12-17	Vol 2, Issue 9, 2013		
3	Vocational education at	Golden Research	ISSN-	Yes
	Undergraduate level- Problems	Thought Vol 3,	2231-5063	
	and Prospects in Assam, India.	Issue 3, 2013		
	Pp. 42-47			
4	Perception of the students and the	Creatcrit	ISSN- 2347-8829	Yes
	teachers towards vocational	Vol 1, No 1, 2014		
	education courses in the degree			
	colleges of Kamrup District of			
	Assam, India: A Study Pp. 60-70			

# **B) Research Publications (books):**

# DR. BOBY BHUYAN:

Sl.	Title with page Nos.	ISSN/ISBN No.
No.		
1	Psychological Experiment in Education	978-81-927304-4-8, 2013
2	Educational Management and Administration	978-81-927304-1-7, 2014

# MRS. SABITA DEVI:

S1.	Title with page Nos.	Book Title, editor &	ISSN/ISBN No.
No.		publisher	
1	B.R Ambedkar- A messiah of	Editor	978-81-920586-4-1, 2011
	the Dalits		

# **Chapters in books:**

# DR. BOBY BHUYAN:

S1.	Title with page No.	Type of Book & Authorship	ISSN/ISBN No.
No.			
1	Present Scenario of	Education as a Tool for Women	978-81-92867-2-4
	Women Education in	Empowerment used	
	North East India	employability of Rural Women	
		in North East India	
2	Gandhi and Education	Gandhian Concepts	Published by Gandhian
		Interrogation and Exploration	Study Centre, A.D.P
			College, 978-93-81694-
			49-7, 2012

# **SABITA DEVI:**

Sl.	Title with page No.	Type of Book &	Publisher & ISSN/ISBN No.
No.		Authorship	
1	Peace process and	Ethnic women- A	978-81-922324-9-2 Teaching &
	Assamese Women,	Collection of	Non- Teaching staff of HCDG
	273-276	Research paper	College ,2012
2	Significance of	Gandhian Concepts	Published by Gandhian Study
	Gandhian education	Interrogation and	Centre, A.D.P College, 978-93-
	for the development of	Exploration	81694-49-7, 2012
	world peace,236-243		
3	Impact of	Challenges of	Published by IQAC, Nowgong
	Accreditation by	Quality Assurance in	College, 978-81-924066-0-2, 2012
	NAAC on Quality	Higher Education	
	enhancement of	with special	
	Higher Education,	reference to North	
	134-144	Eastern Region	

# **MRS. ARCHANA DAS:**

S1.	Title with page No.	Type of Book & Authorship	ISSN/ISBN No.
No.			
1	Gandhi and Education	Gandhian Concepts	Published by Gandhian
		Interrogation and	Study Centre, A.D.P College,
		Exploration	978-93-81694-49-7, 2012

- 20. Areas of consultancy and income generated: Nil.
- 21. Faculty as members in
  - a) National committees b) International Committees c) Editorial Boards 1( one)
- 22. Student projects
  - a) Percentage of students who have done in-house projects including inter departmental/programme : Nil.
  - b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies: **Nil.**
- 23. Awards/Recognitions received by faculty and students Two Awards received by one faculty member: **Nil**
- 24. List of eminent academicians and scientists/ visitors to the department: Nil.
- 25. Seminars/ Conferences/Workshops organized & the source of funding

a)National: Nil.

b)International: Nil.

26. Student profile programme/course wise:

Name of the	Applications	Selected	Enrolled	Pass percentage
Course/programme	received		*M *F	
(refer question no. 4)				
TDC Education (Major) 1 <sup>st</sup>	55	30	M-12	Newly admitted on
Semester			F18	June 2013
TDC Education (general)	250	170	M-60	Newly admitted on
1 <sup>st</sup> semester			F-110	June 2013
TDC Education (Major)	40	30	M-16	Appeared Exam
2nd semester			F-14	
TDC Education (general)	300	200	M-90	Appeared Exam
2nd semester			F-110	
TDC Education (Major) 3 <sup>rd</sup>	25	17	M-5	100% passed with
semester			F-	maximum 8 Percentile
TDC Education (general)	150	120	M-	95% passed
3 <sup>rd</sup> semester			F-	_
TDC Education (Major) 4 <sup>th</sup>	25	17	M-	Appeared Exam in
semester			F-	June 2013
TDC Education (general)	150	120	M-	Appeared Exam in
4 <sup>th</sup> semester			F-	June 2013
*M Mala E Esmala	•			

<sup>\*</sup>M=Male F=Female

# 27. Diversity of Students

Name of the Course	% of students	% of students	% of students
	from the same	from other	from abroad
	state	States	
TDC(major & general)	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.: 2 (SLET) and 1 (Defense service)

# 29. Student progression

Student progression	Against % enrolled
UG to PG	15 last year
PG to M.Phil.	NA
PG to Ph.D.	NA
Ph.D. to Post-Doctoral	
Employed	37 during last four years
Campus selection	
Other than campus recruitment	
•	
Entrepreneurship/Self-employment	Not Known

#### 30. Details of Infrastructural facilities

- a) Library: There is a departmental Library that contains ... 509.. books
- b) Internet facilities for Staff & Students: Internet facility only for Staff.
- c) Class rooms with ICT facility: Nil.
- d) Laboratories: One Psychological Laboratory
- 31. Number of students receiving financial assistance from college, university, government or other agencies: 350
- 32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts Each year one Special Lecture programme for Major Students on Course related matters is held where External experts take part and sometimes group discussion are held related to the course content.
- 33. Teaching methods adopted to improve student learning: Lecture, Interactive, Explanation, Illustrative, Demonstration, Micro teaching(major students) and Q/A methods,
- 34. Participation in Institutional Social Responsibility (ISR) and Extension activities"
- 35. SWOC analysis of the department and Future plans

# **Strengths:**

The department takes pride in producing competent teachers in the making. At present an alumni of this department is serving at various educational institutions of the region as well as at various other government and private jobs. Our faculty members are highly qualified and competent enough in handling extra-administrative responsibilities related to holding of various state based examinations in the college premises. There is a computer in the department endowed with broadband internet connectivity.

#### Weakness-

In spite of our strengths, we suffer from a few drawbacks which may have stunted our proper growth. The drawbacks are as follows-

- a) Shortage of teaching faculty
- b) Lack of proper and adequate infrastructure including the laboratory
- c) No internet facility for the students is available

# Opportunity-

The department provides ample opportunities to students to showcase their various abilities. Students show cases their creative talents through college magazine and wall magazines. Students are given exposure to departmental seminars, group discussions, vocational and professional courses for their all round personality development. As a student of Education the students also are able to know the different aspects of new- born child (both pre-netal and post-netal). Apart form that students also know the behaviour pattern of child through education.

#### **Challenges:**

The department is well geared to face the challenging times. The subject - "Education" itself is a multi disciplinary subject consisting of philosophy, psychology and sociology. It is indeed a challenge to imbibe in the students the qualities required to survive in this world. Philosophy gives us an ideal to follow, psychology shows us the ways & means and sociology provides us a ground for implementation of the above.

### **Future plan:**

- 1. Curricular activities- Continuous assessment of students through assignments and tests.
- 2. Extension activities for students and public
- 3. To conduct workshops and lectures by eminent personalities.
- 4. To create awareness among students regarding socially acceptable behavior pattern.

# **DEPARTMENT OF ENGLISH**

The Self-evaluation of every department may be provided separately in about 3-4 pages, avoiding the repetition of the data.

1. Name of the department: **ENGLISH** 

2. Year of Establishment: **1959**.

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.):

# **UG** and Certificate Course in Spoken English

- 4. Names of Interdisciplinary courses and the departments/units involved:- BCA
- 5. Annual/ semester/choice based credit system (programme wise):- Semester
- 6. Participation of the department in the courses offered by other departments:- **B.Sc. and BCA**
- 7. Courses in collaboration with other universities, industries, foreign institutions, etc. :- Nil.
- 8. Details of courses/programmes discontinued (if any) with reasons:- Nil.
- 9. Number of Teaching posts 5 (five sanctioned posts)

	sanctioned	Filled
Professors		
Associate Professors		01
Asst. Professors		04

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designatio	Specilization	No. of	No. of Ph.D.
		n		Years of	Students guided
				Experience	for the last 4
					years
Nityananda	M.A.,LL.B.,	Associate	Indian Writing	35	one
Pattanayak	PGDTE,PH.D	Professor	in English		
Neeta Sarma	M.A.	Asstt. Prof.	American	16	nil
			English		
Arindam	M.A., M.Phil.	Asstt. Prof.		12	nil
Barkataki					
Archana	M.A	Asstt. Prof.		15	nil
Talukdar					
Pyar Md. Raina	M.A., M.Phil	Asstt. Prof.		07	nil

11. List of senior visiting faculty:- Nil.

- 12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty:-
  - Nil (Temporary Faculty is entrusted with H.S classes)
- 13. Student Teacher Ratio (programme wise) 125:1 for B.A. and 45:1 for B.SC.
- 14. Number of academic support staff (technical) and administrative staff; sanctioned and filled:- Nil
- 15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG. Ph.D---1 (one) M.Phil----- 2(two)
- 16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received:- one.
- 17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received:- Nil.
- 18. Research Centre /facility recognized by the University:-Nil

#### **Publications:**

- \* a) Publication per faculty
- \* Number of papers published in peer reviewed journals (national / international) by faculty and students
- \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database International Social Sciences Directory, EBSCO host, etc.):- nil
- \* Monographs
- \* Chapter in Books
- \* Books Edited
- \* Books with ISBN/ISSN numbers with details of publishers
- \* Citation Index:-
- \* SNIP:-nil
- \* SJR:- nil
- \* Impact factor:- Nil.
- \* h-index:- Nil.

Name of Faculty	Public	No. of	Chapter	Books	Books with ISBN	Monograph
	-ation	Papers	in Books	edited		
Dr. N. Pattanayak	16	06	O8	Creatcrit,	O1 R.K.Narayan: A	
				a	Study in Narrative	
				Research	Technique. New Delhi:	
				Journal	Adhyayan Publishers&	
				editing	Distributors, 2012 ISBN	
					978-81-8435-317-4	
Mrs. Neeta	09		07	01	01 Story of a Story .	
Sharma					Nagaon: Krantikal,2013.	
					ISBN 978-93-81-694-	
					27-5	
Sri Arindam	20	01	08	09	02Anushilon Nagaon:	
Barkataki					Krantikal, ,2010	
					(Akademi Award	
					winning) Gadya	
					Vabona, Guwahati:	
					Bhabani Books, 2012	
Mrs. Archana	11	01	09	01		
Talukdar						
Pyar Md. Raina	02	01			Khushwant Singh,	
					Chaman Nahal and	
					Manohar Malgonkar:	
					Approach Towards	
					Partition Ghy: Giripad	
					Dev Choudhury	
					Prakashika, 2011. ISBN-	
					978-81-7643-087-6	

- 19. Areas of consultancy and income generated:- Nil.
- 20. Faculty as members in
  - a) National committees
  - b) International Committees
  - c) Editorial Boards.... Two
- 21. Student projects
  - a) Percentage of students who have done in-house projects including inter departmental/programme:- Nil.
  - b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies:- Nil.
- 22. Awards/ Recognitions received by faculty and students:-
  - Two Awards received by one faculty ---- Sri Arindam Barkataki received Sahitya Akademi Yuva Award-2011 and Munin Barkataki Literary Award:-2011.
- 23. List of eminent academicians and scientists/ visitors to the department:- Nil.
- 24. Seminars/ Conferences/Workshops organized & the source of funding

a) National: Nil.

b) International: Nil.

25. Student profile programme/course wise:

Name of the	Appl	Applications Selected		<b>Enrolled</b>		lled	Pass			
Course/programme	received					*M	*F	percentage		
(refer question no. 4)										
TDC B.A.	683			466				267	199	56%
TDC B.Sc.	252			222				165	57	82%
BCA	07			07				05	02	100%

<sup>\*</sup>M=Male F=Female

# 26. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A.	100%	Nil	Nil
B.Sc.	100%	Nil	Nil
BCA/PGDCA	100%	Nil	Nil

27. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ? Nil.

# 28. Student progression

Student progression	Against % enrolled
UG to PG	Not available
PG to M.Phil.	NA
PG to Ph.D.	NA
Ph.D. to Post-Doctoral	
Employed	Thirty-seven during last
Campus selection	four years
Other than campus recruitment	
_	
Entrepreneurship/Self-employment	Not Known

- 29. Details of Infrastructural facilities
  - a) Library: There is a departmental Library that contains ...178..... books
  - b) Internet facilities for Staff & Students: Internet facility only for Staff.
  - c) Class rooms with ICT facility: Nil.
  - d) Laboratories: One Language Laboratory
- 30. Number of students receiving financial assistance from college, university, government or other agencies: 405
- 31. Details on student enrichment programmes (special lectures/workshops/ seminar) with external experts.
  - Each year one / two seminars are held for Major Students on Course related texts where External experts take part.
- 32. Teaching methods adopted to improve student learning:

  Lecture, Interactive, Explanatory, Illustrative and Q/A and Group discussion methods.
- 33. Participation in Institutional Social Responsibility (ISR) and Extension activities":Students belonging to this department opt for membership in NSS, NCC and Red Ribbon
  Club and engage themselves in social and extension activities.
- 34. SWOC analysis of the department and Future plans.

### **Strength:**

The department has a faculty who are engaged fully in academic activities enlarging their horizon of knowledge by research activities. The college central library has a good number of reference books that come to help to teachers and students. The department is equipped with internet service that helps the faculty to keep abreast of latest development in the Subject. The Language Laboratory helps students to increase their skill in spoken English.

#### Weakness:

Students at entry level are mostly from vernacular medium schools with very poor knowledge in English. They have little vocabulary stock. Most of the students are economically challenged for which they have less book buying capacity. Due to their economic hardship they earn while learning, which affects their study hour. Students coming from out station areas very often skip their classes. Very many students residing in hostel face lots of difficulties for which they fail to concentrate on their studies. Reason for drop out is mainly because of economic condition and less accommodation facility for girl students.

# **Opportunities:**

The department receives students securing good marks in qualifying examinations. It can use their talent to the benefit of the departmental result. Students coming from diverse background help the department to motivate them to do better results. The department has a better library, the scope of which the faculty and the students need to take.

### **Challenges:**

The department faces the challenge of dislocation of classes due to unforeseen break in teaching hour and tries to overcome it by taking extra classes. Since the department has a few number of teachers they have to take extra load and to put in hard labour for improving the academic result of the students. Even though the students are from poor background yet then the department can take the challenge to improve their level of English knowledge and academic results. Teachers accept the financial challenge faced by them and help them financially and stand by them during their hour of crisis.

### **Future Plan:**

To increase the stock of text and reference books in the departmental library to lend to more students.

To open a smart class room.

To attract better students to offer Major.

To motivate students to perform better in examination.

To lower the drop out rate.

To organize more seminars/workshops.

To invite experts to inculcate research spirit among students and faculty.

To engage more in research activities.

To encourage students for more extension works.

# **DEPARTMENT OF GEOGRAPHY**

- 1. Name of the department: => Geography
- 2. Year of Establishment: => 1964.
- 3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : => UG
- **4.** Names of Interdisciplinary courses and the departments/units involved: => **Nil**
- **5.** Annual/ semester/choice based credit system (programme wise): => **Semester**
- 6. Participation of the department in the courses offered by other departments:

#### => Environmental Studies

- 7. Courses in collaboration with other universities, industries, foreign institutions, etc.: => Nil.
- 8. Details of courses/programmes discontinued (if any) with reasons: => Nil.
- 9. Number of Teaching posts 5 (five sanctioned posts)

	sanctioned	Filled
Professors		
Associate Professors	2	2
Asst. Professors	3	3

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specilization	No. of	No. of Ph.D.
			Years of		Students guided
				Experience	for the last 4
					years
Khagendra	M.A.	Associate	Cartography	35	Nil
Mahela		Professor			
Deba Prasad	M.A., M.Phil	Associate	Geomorphology	30	Nil
Hazarika		Professor			
Prasanta Kr.	M.Sc., M.Phil.	Asstt. Prof.	Fluvial	14	Nil
Gogoi			Geomorphology		
Dr. Bismita	M.A., Ph.D,	Asstt. Prof	Agricultural	11	Nil
Bora	M.Phil		Geography		
Parag Dutta	M.A., M.Phil	Asstt. Prof	Regional	10	Nil
			Development and		
			Planning		

- 11. List of senior visiting faculty: => **Nil.**
- 12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: => **Nil**

- 13. Student -Teacher Ratio (programme wise): => 32:1 for B.A. and 3:1 for B.sc
- **14.** Number of academic support staff (technical) and administrative staff; sanctioned and filled: => **Nil**
- 15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG:
  - => Ph.D---1 (one) M.Phil----- 4(Four)
- 16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Total Projects completed 2

Name of teacher	Nature of Project	Funding agency	Title of the Project	Amount
	& Year			Sanctioned
Prasanta Kr.	Minor	UGC	Shifting Pattern of	Rs.1,00000/-
Gogoi	(2008-09)		River Brahmaputra	
			at Hatimura: A	
			Geo	
			Environmental	
			Appraisal.	
Parag Dutta	Minor	UGC	Spatial Dimensions	Rs. 1,11,000 /-
	(2008-09)		of the Snakebite	
			problem: A Case	
			study in Nagaon	
			District of Assam	

- 17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: => **Nil.**
- **18.** Research Centre /facility recognized by the University: => **Nil**
- 19. Publications:
  - \* a) Publication per faculty: 1:4
  - \* Number of papers published in peer reviewed journals (national / international) by faculty and students : => **Dr. Bismita Borah: 02, P.K. Gogoi: 03, Parag Dutta: 01**
  - \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database International Social Sciences Directory, EBSCO host, etc.): => **Nil**
  - \* Monographs: => Nil
  - \* Chapter in Books: => Parag Dutta: 4, Prasanta Kr. Gogoi: 4 Dr. Bismita Borah: 3
  - \* Books Edited => Nil
  - \* Books with ISBN/ISSN numbers with details of publishers=> Nil

- \* Citation Index=> Nil
- \* SNIP=> Nil
- \*  $SJR \Rightarrow Nil$
- \* Impact factor => Nil
- \* h-index => Nil.
- **20.** Areas of consultancy and income generated => **Nil.**
- 21. Faculty as members in
  - a) National committees b) International Committees c) Editorial Boards: =>Nil
- 22. Student projects
  - a) Percentage of students who have done in-house projects including inter departmental/programme: =>**Nil**.
  - b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies: => **Nil.**
- 23. Awards/ Recognitions received by faculty and students : => Nil
- 24. List of eminent academicians and scientists/ visitors to the department: =>
  - Dr. Abani Kumar Bhagabati...... Gauhati University in 2008
  - Dr. Ratneshwar Barman ......Gauhati University in 2009
  - **Dr. Dilip Kumar Dutta ...... USA, 2013**
- 25. Seminars/ Conferences/Workshops organized & the source of funding
  - a)National: Nil.
  - b)International: Nil.
- 26. Student profile programme/course wise:

Name of the	Applications	Selected	Enro	olled	Pass
Course/programme	received		*M	*F	percentage
(refer question no. 4)					
TDC Geography (Major)	35	30	14	16	-
in the session 2013-14					
TDC Geography (Major)	23	20	12	10	55.6
in the session 2012-13					
TDC Geography (Major)	20	20	08	12	78.2
in the session 2011-12					
TDC Geography (General)	54	54	30	24	-
in the session 2013-14					
TDC Geography (General)	22	22	10	12	85.4
in the session 2012-13					
TDC Geography (General)	25	25	11	14	82.2
in the session 2011-12					

### 27. Diversity of Students

Name of the Course	% of	% of students	% of students
	students	from other	from abroad
	from the	States	
	same state		
TDC with Geography major	100%	Nil	Nil
TDC Geography General	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ? => 21 No of students have cleared TET for appointment of teachers in Assam; 1 student have cleared Assistant Commandant examination for Central Police Service in 2008

#### 29. Student progression

Student progression	Against % enrolled
UG to PG	Not Available
PG to M.Phil.	NA
PG to Ph.D.	NA
Ph.D. to Post-Doctoral	NA
Employed	49
Campus selection	Nil
Other than campus recruitment	49
Entrepreneurship/Self-employment	Not Known

- 30. Details of Infrastructural facilities
  - a) Library: There is a departmental Library that contains ...135.... books
  - b) Internet facilities for Staff & Students: => Internet facility only for Staff and Students
  - c) Class rooms with ICT facility: Nil.
  - d) Laboratories: => Digital Class room with one computer, interactive board, printer, internet and LCD projector. Moreover, the practical laboratory includes models, maps, globes, surveying instruments, topographical maps, weather maps, GPS surveying instrument, and other practical instruments.
- **31.** Number of students receiving financial assistance from college, university, government or other agencies: => **Nil**
- **32.** Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: =>**Nil**
- 33. Teaching methods adopted to improve student learning: Lecture, Interactive, Explanation, Illustrative and Q/A methods:
  - =>Teaching method includes Lecture method, Group Discussion among students. There is also a digital classroom in the department equipped with LCD projector, Printer and Broadband Internet Connectivity. There is also an interactive board in

the department. Moreover, there are sufficient quantity of models, maps and globes in the department which are frequently used by the teachers in the classes.

- 34. Participation in Institutional Social Responsibility (ISR) and Extension activities: Nil
- **35.** SWOC analysis of the department and Future plans:

### **Strength:**

We have an experienced, highly qualified, sincere and dedicated faculty staff, well equipped laboratory and a digital classroom with internet facility, interactive board, LCD projector. We are very apathetic to the students and eager to help them anytime with personal level guidance and advices.

#### Weakness:

At present, the entire country is facing decreasing trend of students in Geography. We are also facing this kind of problem in spite of our best effort which we think is our major weakness. Moreover, there is a distinguish lack of a modern GIS and Remote Sensing Laboratory in the department which have been included in the Geography Syllabus by the University since this year. We as well as our college lack in monetary resources to set up such a costly laboratory at its own.

# **Opportunities:**

- 1. Capability of offering P.G. Courses
- 2. To promote healthy practices such as community service, extension activities, projects for the benefit of the society at large.

# Challenge:

- 1. Lack of geographical knowledge of the students from school level
- 2. Frequent change of syllabus by the university at graduation level
- 3. Lack of local topographical maps and Satellite Imagery
- 4. Economic weakness of the students

### Future plan:

- 1. To set up a fully furnished and equipped Remote Sensing and GIS laboratory
- 2. To organize National level Workshop on Remote Sensing, GIS and GPS regularly in near future.
- 3. To inculcate a research culture among the faculty members.

# 4. To enrich the departmental library

# Post Graduate Department of Herbal Science and Technology

- 1. Name of the department: Herbal Science and Technology
- 2. Year of Establishment: **2013**
- 3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.): **PG**
- 4. Names of Interdisciplinary courses and the departments/units involved: **PG in herbal**Science and Technology with co operation from Botany and Chemistry Departments
- 5. Annual/ semester/choice based credit system (programme wise): Semester
- 6. Participation of the department in the courses offered by other departments: Nil
- 7. Courses in collaboration with other universities, industries, foreign institutions, etc.: Nil.
- 8. Details of courses/programmes discontinued (if any) with reasons: Nil.
- 9. Number of Teaching posts: 2

	Sanctioned	Filled
Professors		
Associate Professors		Nil
Asst. Professors		2

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specilization	No. of	No. of Ph.D.
			_	Years of	Students guided
				Experience	for the last 4
					years
Mousmi	M.Sc	Assistant	Biotechnology	01	Nil
Saikia		Professor			
Dr. Mandakini	M.Sc., PhD	Assistant	Chemistry	01	Nil
Dutta		Professor	•		

- 11. List of senior visiting faculty: Nil.
- 12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty: 20%
- 13. Student Teacher Ratio (programme wise): 1:5
- 14. Number of academic support staff (technical) and administrative staff; sanctioned and

filled: Nil

- 15. Qualifications of teaching faculty with DSc/D.Litt/Ph.D/MPhil/PG: PhD (1), PG (1)
- 16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **Nil**
- 17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: **Nil.**
- 18. Research Centre /facility recognized by the University: Nil
- 19. Publications:
  - \* Publication per faculty: Five paper
  - \* Number of papers published in peer reviewed journals (national / international) by faculty and students: Five papers each by Mousmi Saikia and Dr. Mandakini Dutta

**List of Publications** 

## Mousmi Saikia

1. Antioxidant and antibacterial activity of leaf and bark extracts of seabuckthorn (*Hippophae salicifolia* D. Don) of North East India.

Mousmi Saikia and PJ Handique (2013). *Int. J. Life Sc. Biotech Pharma Res.* Vol.2 (1), p-80:91.

2. Antioxidant and antibacterial activity of leaf, bark, pulp and seed extracts of seabuckthorn (*Hippophae salicifolia* D. Don) of Sikkim Himalayas.

Mousmi Saikia and PJ Handique (2013). *J. Med. Plant Res.* Vol. 7(19), pp. 1330-1338. (**IF: 0.87**)

3. Ethnomedicinal practices of the *Bodo-Kachari* tribe of Karbi Anglong district of Assam.

Neeta Basumatary, Robindra Teron and Mousmi Saikia (2014). *Int. J. Life Sc. Biotech Pharma Res.* Vol.3 (1), p-161:167.

4. In Vitro Propagation of Acalypha Indica Linn. - A Medicinally Important Plant.

Mousmi Saikia and PJ Handique (2014). Int. J. Life Sc. Biotech Pharma Res. Vol.3 (2) accepted.

5. Antioxidants in plants: A review.

Mousmi Saikia Vol. 1(1), p-191:197. Creatcrit. ISSN: Online

# Dr. Mandakini Dutta

- 1. Microwave-promoted and Lewis acid catalysed synthesis of steroidal A- and D-ring fused 4,6-diarylpyridines
  - Dutta, M.; Saikia, P.; Gogoi, S.; Boruah, R. C.\* Steroids, 2013, 78, 387. I.F:2.803
- 2. Facile ultrasound-assisted synthesis of 3,4-dihydropyrimidin-2(1*H*)-one/thione fused steroidal derivatives by a three-component reaction
  - Dutta, M.; Gogoi, J.; Shekarrao, K.; Goswami, J.; Gogoi, S.; Boruah, R. C.\* *Synthesis*, **2012**, 44, 2614. **I.F** :2.5
- 3. Microwave promoted synthesis of cycl[3.2.2]azines in water via a new three-component reaction
- Gogoi, S.; Dutta, M.; Gogoi, J.; Boruah, R. C.\* Tetrahedron Lett, 2011, 52, 813.I.F: 2.397
  - 4. A facile three-component solid phase synthesis of steroidal A-ring fused pyrimidines under microwave irradiation
    - Barthakur, M. G.; Gogoi, S.; Dutta, M.; Boruah, R. C.\* *Steroids*, **2009**, 74, 730. *I.F:2.803*
  - 5. Microwave promoted and Lewis acid catalysed synthesis of 2,4,6-triarylpyridines using urea as benign source of ammonia
    - Borthakur, M.; Dutta, M.; Gogoi, S.; Boruah, R. C.\* Synlett, 2008, 3125. I.F: 2.655
      - \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database International Social Sciences Directory, EBSCO host, etc.): Nil
      - \* Monographs: Nil
      - \* Chapter in Books: Nil
      - \* Books Edited: Nil
      - \* Books with ISBN/ISSN numbers with details of publishers: Nil

\* Citation Index: Nil

\* SNIP: Nil\* SJR: Nil

\* Impact factor : Mousmi Saikia: 0.85, Dr. Mandakini Dutta: 2.15

\* h-index: Nil

\* Areas of consultancy and income generated: Nil.

# 20. Faculty as members in

a) National committees b) International Committees c) Editorial Boards.... Nil

# 21. Student projects

- a) Percentage of students who have done in-house projects including inter departmental/programme: **Nil**.
- b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/other agencies: **Nil.**
- 22. Awards/ Recognitions received by faculty and students one faculty member: Nil
- 23. List of eminent academicians and scientists/ visitors to the department: Nil.
- 24. Seminars/ Conferences/Workshops organized & the source of funding

a)National: Nil

b)International: Nil

Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enro *M	olled *F	Pass percentage
PG in Herbal Science and Technology	18	9	3	6	-

<sup>\*</sup>M=Male F=Female

# 25. Diversity of Students

Name of the Course	% of students	% of students	% of students
	from the same	from other	from abroad
	state	States	
Herbal Sc & tech	100%	Nil	Nil

## 26. How many students have cleared national and state competitive examinations such as

NET, SLET, GATE, Civil services, Defense services, etc. ? Nil.

# 27. Student progression

Student progression	Against % enrolled
UG to PG	NA
PG to M.Phil.	NA
PG to Ph.D.	NA
Ph.D. to Post-Doctoral	NA
<ul><li>Employed</li><li>Campus selection</li><li>Other than campus recruitment</li></ul>	NA
Entrepreneurship/Self-employment	NA

- 28. Details of Infrastructural facilities
  - a) Library: There is a departmental Library that contains ...30 books
  - b) Internet facilities for Staff & Students: Internet facility is available.
  - c) Class rooms with ICT facility: Yes
  - d) Laboratories: 1.
- 29. Number of students receiving financial assistance from college, university, government or other agencies: **Nil**
- 30. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: **Nil**
- 31. Teaching methods adopted to improve student learning: Lecture, Interactive, Explanation, Illustrative, Q/A methods, Audio-visual method.
- 32. Participation in Institutional Social Responsibility (ISR) and Extension activities: Nil
- 33. SWOC analysis of the department and Future plans:

### **Strength:**

This is exclusively a post graduate department with UGC assistance. There are two faculties and both are young, well qualified and well dedicated to their service

# Weakness:

Student enrollment is not upto full satisfaction. Moreover, the department is just a few months old and it is yet to get proper attention from the intellectual society of this region

# **Opportunities:**

Being a Post Graduate department this department can look for further financial

assistance for other funding agencies than UGC like DST and so on. With more financial resources, this department can look for new horizons of knowledge and research in the nearby days to come

# **Challenges:**

- 1. To attract more students
- 2. Job security of the students after completion of the course
- 3. To set up tie up with reputed research institutions of the region
- 4. To set up tie up with companies and employers who can provide job security to the students

### **Future Plan:**

The department proposed to hold a workshop cum training programme on

- skill development on traditional system of medicine practitioner and also popularize medicinal plant gardening among the rural people
- Importance of medicinal plants, conservation and cultivation strategies
- Evaluation of active compounds and its therapeutic properties.

# **Department of Hindi**

1. Name of the department: Hindi

2. Year of Establishment: 1976

- 3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : **UG**
- 4. Names of Interdisciplinary courses and the departments/units involved: Nil
- 5. Annual/semester/choice based credit system (programme wise): Semester
- 6. Participation of the department in the courses offered by other departments: Nil
- 7. Courses in collaboration with other universities, industries, foreign institutions, etc. : **Nil.**
- 8. Details of courses/programmes discontinued (if any) with reasons: Nil.
- 9. Number of Teaching posts; **3 (Three sanctioned posts.)**

	Sanctioned	Filled
Professors		
Associate Professors		
Asst. Professors	3	3

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of	No. of Ph.D.
				Years of	Students guided for
				Experience	the last 4 Years.
Ohiduz Zaman	M.A., M.phil	Assistant		25	Nil
		Professor	-		
Gitamala Bora	M.A., M.phil	Assistant	-	15	Nil
	_	Professor			
Dr. A. Mannan	M.A., Ph. D	Assistant	-	3	Nil
		Professor			

- 11. List of senior visiting faculty: Nil.
- 12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty: **Nil**
- 13. Student Teacher Ratio (programme wise): 7:1
- 14. Number of academic support staff (technical) and administrative staff; sanctioned and

filled: Nil

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG: **Ph. D. 1 (One)** and **M Phil. 2(two)** 

- 16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **Nil**.
- 17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: **Nil.**
- 18. Research Centre /facility recognized by the University: Nil.
- 19. Publications:
  - \* a) Publication per faculty: **Dr. A. Mannan Published a book**
  - \* Number of papers published in peer reviewed journals (national / international) by faculty and students : **Nil**
  - \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database International Social Sciences Directory, EBSCO host, etc.): Nil.
  - \* Monographs: Nil.
  - \* Chapter in Books: Nil
  - \* Books Edited: Nil
  - \* Books with ISBN/ISSN numbers with details of publishers : 1(One), Dr. A.

### Mannan

- \* Citation Index : Nil
- \* SNIP: Nil
- \* SJR: Nil
- \* Impact factor: Nil.
- \* h-index: Nil.
- 20. Areas of consultancy and income generated: Nil.
- 21. Faculty as members in
  - \* a) National committees b) International Committees c) Editorial Boards : Nil
- 22. Student projects
- a) Percentage of students who have done in-house projects including inter departmental/programme : **Nil**.
- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies: **Nil.**

- 23. Awards/ Recognitions received by faculty and students Two Awards received by one faculty member: **Nil**.
- 24. List of eminent academicians and scientists/ visitors to the department: Nil.
- 25. Seminars/ Conferences/Workshops organized & the source of funding:

a)National: Nil.

111.

b)International: Nil.

26. Student profile programme/course wise: (Session 2013-14)

Name of the	Applications	Selected	Enrolled	Pass
Course/programme	received		*M *F	percentage
1 <sup>st</sup> / 2 <sup>nd</sup> Semister(Major)	10	10	M = 4	-
			F = 6	
1 <sup>st</sup> / 2 <sup>nd</sup> Semister(MIL)	04	04	M = 3	-
			F = 1	
1 <sup>st</sup> / 2 <sup>nd</sup> Semister(HSL)	12	12	M = 3	-
			F = 9	
3 <sup>rd</sup> / 4 <sup>th</sup> Semister(Major)	-	12	M = 5	-
			F = 7	
3 <sup>rd</sup> / 4 <sup>th</sup> Semister(MIL)	-	03	M = 2	-
			F = 1	
3 <sup>rd</sup> / 4 <sup>th</sup> Semister(HSL)	-	03	M = 1	-
			F = 2	
5 <sup>th</sup> / 6 <sup>th</sup> Semester (Major)	-	11	M = 4	-
			F = 7	
5 <sup>th</sup> / 6 <sup>th</sup> Semester (HSL)	-	01	$\mathbf{M} = 0$	-
			F = 1	

# 27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
TDC (Major)	100%	Nil	Nil

- 28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ?: Nil.
- 29. Student progression

Student progression	Against % enrolled
UG to PG	NA
PG to M.Phil.	NA
PG to Ph.D.	NA
Ph.D. to Post-Doctoral	
Employed	NA
Campus selection	
Other than campus recruitment	
Entrepreneurship/Self-employment	Not Known

- 30. Details of Infrastructural facilities
- a) Library: There is a departmental Library that contains: **200 Books.**
- b) Internet facilities for Staff & Students: **Internet facility only for Staff**
- c) Class rooms with ICT facility: Nil.
- d) Laboratories: Nil.
- 31. Number of students receiving financial assistance from college, university, government or other agencies: <u>150.</u>
- 32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: <u>Nil</u>
- 33. Teaching methods adopted to improve student learning: <u>Lecture</u>, <u>Interactive</u>, <u>Explanation</u>, <u>Illustrative</u> and <u>Q/A methods</u>.
- 34. Participation in Institutional Social Responsibility (ISR) and Extension activities": Nil.
- 35. SWOC analysis of the department and Future plans:

## Strength:

Hindi Department has highly qualified teachers having one PhD and two M.Phil Degree holders. They are known as authorities in Hindi Literature among the Hindi teachers of the District.

#### Weakness:

Number of teacher is not sufficient to meet the workload. Reference and Text Books are not easily available in the local markets of Assam. Therefore students are spending there valuable time to collect their Books. Audio-Visual Materials, which are recognized as very essential and helpful study materials are out of reach of the students. If we can provide these materials we can produce very good human resources in the field of Hindi world.

### **Opportunity:**

There is potentiality to enlarge the course of study upto PG classes in the subject concerned as there is no PG class out of Guwahati in the state of Assam. More than 50% students are deprived of from taking their Higher Studies for this reason. We have sufficient class rooms and other facilities to open PG classes by appointing part time teachers and enrolling good number of students.

### **Challenges:**

Every one are of opinion for job oriented education. The contemporary education has to change and develop to meet the needs of the time and society. Therefore, literary subjects also have to turn themselves to the quality education for obtaining technical and Non-

technical jobs. We are seriously thinking about this and are of opinion to reorganize our course of study emphasizing on job opportunity.

#### **Future Plan:**

We are going to open 'Hindi Vocational Course' introduced by G.U. in U.G. level, which will be benefited to the students to get the technical jobs in the field of Hindi.

We also propose to introduce the 'Diploma course in Translation' offered by Central Hindi Institute of Government of India, which will help the students after taking their Degree as translator and Official Language Officer in the Central Govt. Offices and Banks and Railways etc.

We are preparing our department to introduce PG courses in Hindi to meet the needs of higher education in the state Assam in the field of Hindi.

# **Department of History**

1. Name of the department: **History** 

2. Year of Establishment: 1959

- 3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : <u>UG</u>
- 4. Names of Interdisciplinary courses and the departments/units involved: Nil
- 5. Annual/ semester/choice based credit system (programme wise): Semester
- 6. Participation of the department in the courses offered by other departments; Nil
- 7. Courses in collaboration with other universities, industries, foreign institutions, etc: Nil.
- 8. Details of courses/programmes discontinued (if any) with reasons : **Does not arise**
- 9. Number of Teaching posts : 4 (Four sanctioned posts)

	Sanctioned	Filled
Professors		
Associate Professors	01	01
Asst. Professors	03	03

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Aminul Islam	M.A.	Associate Professor	Ancient and Modern History	23	Nil
Dr. Sadananda Payeng	M.A., Ph.D.	Assistant Professor	Medieval History	16	Nil
Dr. Minamuddin Ahmed	M.A., Ph.D.	Assistant Professor	Modern History	08	Nil
Dr. Diganta Baroowa	M.A., Ph.D.	Assistant Professor	Medieval History	03	Nil

- 11. List of senior visiting faculty: Nil.
- 12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty: **Nil**

- **13.** Student Teacher Ratio (programme wise): 45:1
- **14.** Number of academic support staff (technical) and administrative staff; sanctioned and filled: **Nil**
- 15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG:

## **Ph.D- 3 (Three)**

- 16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **Nil**
- 17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: **Nil.**
- 18. Research Centre /facility recognized by the University: Nil
- 19. Publications:
  - \* a) Publication per faculty:
  - \* Number of papers published in peer reviewed journals (national / international) by faculty and students: **Nil**
  - \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database International Social Sciences Directory, EBSCO host, etc.): **Nil**
  - \* Monographs: Nil
  - \* Chapter in Books: Dr. S. Payeng-05; Dr. M.U. Ahmed-04
  - \* Books Edited = Dr. S. Payeng 01
  - \* Books with ISBN/ISSN numbers with details of publishers: **Dr. S. Payeng**, **Jagaran Prakashan**, **Guwahati**, **ISBN 81-202-8861-0-978-81-202-8861-4**
  - \* Citation Index: Nil
  - \* SNIP: Nil
  - \* SJR: Nil
  - \* Impact factor: Nil
  - \* h-index: Nil.
- 20. Areas of consultancy and income generated: Nil.
- 21. Faculty as members in
  - a) National committees b) International Committees c) Editorial Boards.... Nil
- 22. Student projects
  - a) Percentage of students who have done in-house projects including inter departmental/programme : Nil

- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies: **Nil.**
- 23. Awards/ Recognitions received by faculty and students: Nil
- 24. List of eminent academicians and scientists/ visitors to the department: **Dr. Rajen**Saikia, formerly president, Indian Historical Congress
- 25. Seminars/ Conferences/Workshops organized & the source of funding

a)National: Nil

b)International: Nil

26. Student profile programme/course wise:

Name of the	Applications	Selected	Enro	lled	Pass
Course/programme	received		*M	$*\mathbf{F}$	percentage
<b>Session 2011-12</b>					
1 <sup>st</sup> Sem. History (Major)	20	06	03	03	-
1 <sup>st</sup> Sem. History (General)	60	44	31	13	-
<b>Session 2012-13</b>					
1 <sup>st</sup> Sem. History (Major)	25	15	06	09	-
1 <sup>st</sup> Sem History (General)	50	36	22	14	-
<b>Session 2013-14</b>					
1 <sup>st</sup> Sem History (Major)	08	04	0	04	-
1 <sup>st</sup> Sem. History (General)	100	70	44	26	-

<sup>\*</sup>M=Male F=Female

# 27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
TDC in History	100%	Nil	Nil
(Major & Gen)			

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ? Nil.

# 29. Student progression

Student progression	Against % enrolled
UG to PG	NA
PG to M.Phil.	NA
PG to Ph.D.	NA
Ph.D. to Post-Doctoral	NA
Employed	05

Student progression	Against % enrolled
Campus selection	Nil
Other than campus recruitment	05
•	during last four years
Entrepreneurship/Self-employment	Not Known

- 30. Details of Infrastructural facilities
  - a) Library: There is a departmental Library that contains ...100 Books
  - b) Internet facilities for Staff & Students: Internet facility only for Staff.
  - c) Class rooms with ICT facility: Nil.
  - d) Laboratories: Nil
- **31.** Number of students receiving financial assistance from college, university, government or other agencies: **NA**
- **32.** Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: **Nil**
- 33. Teaching methods adopted to improve student learning: Lecture, Interactive, Explanation, Illustrative, Q/A methods.
- 34. Participation in Institutional Social Responsibility (ISR) and Extension activities: Nil
- 35. SWOC analysis of the department and Future plans

# Strength:

- 1. Quality of teachers in terms of research works
- 2. Dedicated, sincere and qualified faculty members are always eager to help the students whenever they are in need of them
- 3. Good cooperation of the department with the history departments of the universities located in the region

#### Weakness:

- 1. No exclusive room for the department having ITC facilities
- 2. Insufficient book in the departmental library

# **Opportunities:**

In the next five-year the department is looking forward to introduce PG course to cater the need of poor but meritorious students who cannot afford to go outside the district to pursue higher studies.

# **Challenges:**

- 1. Negligence of the subject history at the school level at both individual as well as authority level is a big challenge for the department to thrive with quality inputs.
- 2. To make the history curriculum more relevant so that history as a subject becomes more attractive and job oriented.

### **Future Plan of Action:**

- 1. Establishment of a Historical Museum
- 2. To open PG Course in the department
- 3. Organize National level seminar in the near future

# **Department of Philosophy**

1. Name of the department: **PHILOSOPHY** 

2. Year of Establishment: 1959

- 3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.): **UG**
- 4. Names of Interdisciplinary courses and the departments/units involved: Nil
- 5. Annual/semester/choice based credit system (programme wise): Semester
- 6. Participation of the department in the courses offered by other departments : Nil
- 7. Courses in collaboration with other universities, industries, foreign institutions, etc.: Nil.
- 8. Details of courses/programmes discontinued (if any) with reasons: Nil.
- 9. Number of Teaching posts ;3 (Three sanctioned posts.)

	Sanctioned	Filled
Professors		
Associate Professors	-	2
Asst. Professors	-	1

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,

Name	Qualification	Designation	Specilization	No. of Years	No. of Ph.D.
				of Experience	Students guided
					for the last 4
					Years.
Ratnamala	M.A.,	Associate	Psychology.	28	Nil
Rajkhowa.		Professor			
Geeta Devi	M.A., M.Phil	Associate	Logic	30	Nil
Bhattacharya.		Professor	Religion		
Arpana	M.A.,	Asstt. Prof.	Logic	28	Nil
Tamuly	M.Phil.				

- 11. List of senior visiting faculty: Nil.
- 12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty: (Temporary Faculty was entrusted with H.S classes)
- 13. Student Teacher Ratio (programme wise): 90:1
- 14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **Nil**
- 15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG:

#### M. Phil. 2(two)

16. Number of faculty with ongoing projects from a) National b) International funding

- agencies and grants received: Nil.
- 17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: **Nil.**
- 18. Research Centre /facility recognized by the University: Nil.
- 19. Publications:
  - \* a) Publication per faculty : One per faculty
  - \* Number of papers published in peer reviewed journals (national / international) by faculty and students : **Nil**
  - \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database International Social Sciences Directory, EBSCO host, etc.): **Nil**.
  - \* Monographs: Nil
  - \* Chapter in Books: 2(two)
  - \* Books Edited: 1(one): Mrs. R. Rajkhowa and Mrs. G.D. Bhattacharya
  - \* Books with ISBN/ISSN numbers with details of publishers : Nil
  - \* Citation Index: Nil.
  - \* SNIP: Nil
  - \* SJR: **Nil.**
  - \* Impact factor: Nil.
  - \* h-index: Nil.
- 20. Areas of consultancy and income generated: Nil.
- 21. Faculty as members in
  - a) National committees b) International Committees c) Editorial Boards: 2 (Two)
- 22. Student projects
  - a) Percentage of students who have done in-house projects including inter departmental/programme : **Nil**.
  - b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/other agencies: **Nil.**
- 23. Awards/ Recognitions received by faculty and students Two Awards received by one faculty member: **Nil**.
- 24. List of eminent academicians and scientists/ visitors to the department: Nil.
- 25. Seminars/ Conferences/Workshops organized & the source of funding a)National: **Nil.**

#### b)International: Nil.

# 26. Student profile programme/course wise:

Name of the Course/programme	Applications received	Selected	Enro *M	olled *F	Pass percentage
(refer question no. 4) TDC Philosophy	35	28	13	15	
(Major) 2013-14	33	20	13	13	-
TDC Philosophy.	105	94	53	41	_
(General) 2013-14					
TDC Philosophy	25	18	09	09	_
(Major) 2012-13					
TDC Philosophy.	83	83	39	44	_
(General) 2012-13					
TDC Philosophy	13	10	6	4	_
(Major)2011-12					
TDC Philosophy	37	37	16	21	_
(General) 2011-12					
1		I	1		

<sup>\*83</sup>M=Male 97F=Female

# 27. Diversity of Students

Name of the Course	% of students from the same	% of students from other	% of students from abroad
	state	States	
B.A.	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ? **Nil.** 

# 29. Student progression

Student progression	Against % enrolled
UG to PG	Not Available
PG to M.Phil.	NA
PG to Ph.D.	NA
Ph.D. to Post-Doctoral	
Employed	15
Campus selection	Nil
Other than campus recruitment	15
Entrepreneurship/Self-employment	Not Known

### 30. Details of Infrastructural facilities

a) Library: There is a departmental Library that contains: 100 Books.

b) Internet facilities for Staff & Students: Internet facility only for Staff.

c) Class rooms with ICT facility: Nil.

d) Laboratories: Nil.

31. Number of students receiving financial assistance from college, university, government or other agencies: **150.** 

- 32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: **Nil**
- 33. Teaching methods adopted to improve student learning: Lecture, Interactive, Explanation, Illustrative and Q/A methods.
- 34. Participation in Institutional Social Responsibility (ISR) and Extension activities: Nil.
- 35. SWOC analysis of the department and Future plans

# **Strength:**

- i. The department has an encouraging academic record and result form its very inception.
- ii. Computer with internet facility.
- iii. Dedicated and well qualified faculty members
- iv. Gandhian study centre in the department

#### Weakness:

- i. Lack of separate departmental room with ICT facility.
- ii. Lack adequate number of faculty members.

# **Opportunities:**

Diploma in value education may be introduced to promote the development of environmental education.

### **Challenges:**

- i. To attract students to the subject by removing all misconceptions about it.
- ii. Misconception about philosophy is that it has no practical value.

#### **Future Plan:**

- 1. To organize national level seminar and workshop.
- 2. Workshop will be organized by the department on Humanism, Gandhian ethics,
- 3. Extension programme will be conducted by the department to Popularize the subject
- 4. Programme on life skill protection will be conducted by the department.

# **Department of Physics**

1. Name of the department: **PHYSICS** 

2. Year of Establishment: 1978

- 3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : **UG**
- 4. Names of Interdisciplinary courses and the departments/units involved: **BCA** and **Electronic instrument maintenance**
- 5. Annual/ semester/choice based credit system (programme wise) : Semester
- 6. Participation of the department in the courses offered by other departments : **Zoology**, **Environmental Studies and BCA**
- 7. Courses in collaboration with other universities, industries, foreign institutions, etc. Nil.
- 8. Details of courses/programmes discontinued (if any) with reasons.: Nil
- 9. Number of Teaching posts: 6 (six sanctioned posts)

	Sanctioned	Filled
Professors		
Associate Professors	01	01
Asst. Professors	05	03

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specilization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Prof. D.K.Sarmah	M.Sc.	H.O.D	Electronics and Radio Physics	33	Nil
Prof. D.Kalita	M.Sc	Asstt. Professor	Advanced Quantum Mechanics	11	Nil
Dr. J. Barman	M.Sc, B.Ed, Ph.D.	Asstt. Professor	Electronics	05	Nil
Dr. B. J. Saikia	M.Sc, Ph.D.	Asstt. Professor	Non-Linear Optics and LASER Spectroscopy	03	01
Dr. Mousumi Bhuyan	M.Sc., Ph.D	Asstt. Professor	Nuclear Physics & Advanced Spectroscopy	01	Nil

- 11. List of senior visiting faculty: Nil
- 12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty: Student -Teacher Ratio (programme wise): **Nil**
- 13. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **Nil**
- 14. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG: Ph.D....02
- 15. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **01**
- 16. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: **01** (**Dr. Jayanta Barman; UGC Sponsored Major Research Project**)

Name of	Nature of	Funding	Title of the Project	Amount
teacher	Project & Year	agency		Sanctioned
Dr. Jayanta	Major research	UGC	"Synthesis and characterization	6.95 Lakhs
Barman	project		of semi conductor quantam dots	
	(2013-16)		and magnatic nanoparticles and	
			investigation their optical	
			properties for application in	
			device"	

- 17. Research Centre /facility recognized by the University: Nil
- 18. Publications:
  - \* a) Publication per faculty:
  - \* Number of papers published in peer reviewed journals (national / international) by faculty and students: Total: 33 (Mrs. D. Kalita: 03, Dr. Jayanta Barman: 09, Dr. Bhaskar J. Saikia: 21)
  - \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database International Social Sciences Directory, EBSCO host, etc.):04 (04 papers of Dr. Bhaskar J. Saikia in NASA Astophysical Data System)
  - \* Monographs: Nil
  - \* Chapter in Books: 01 (one chapter published by Dr. Bhaskar J. Saikia in Microbial Ecology & Environment, Ancient publication New Delhi, 2014)
  - \* Books Edited: Nil
  - \* Books with ISBN/ISSN numbers with details of publishers:

### "Handbook of Nano Science and Nano-Technology" by Dr. Jayanta Barman published by Kalyani Publishers in 2014.

\* Citation Index : Yes

\* SNIP: Yes

\* SJR: Yes

\* Impact factor : Yes

\* h-index: Yes

#### Dipsikha Kalita (Total Publication: 03)

A study of depth of shower maximum of simulated air shower longitudinal profile using statistical methods, <u>Dipsikha Kalita</u> and K. Boruah, *Nuclear Physics B*, 2011, 212(213) p.259–264, (ISSN: 0920-5632), **IF**: 0.875, **SJR**: 0.327, **h-index**: 55

Application of Monte Carlo Simulation in Cosmic Ray Physics, <u>Dipsikha Kalita</u> and K. Boruah, *HORIZON*, 2011, 1,p.25–29 (ISSN:2250-0871)

Application of statistical method for determination of Primary Mass Composition of Cosmic Rays using simulated data, <u>D. Kalita</u>, K. Boruah, *Indian Jounal of Physics*, 2013, 87(3), p.289-295 (ISSN-0973-1458), **IF**: 0.381, **SJR**: Nil, **h-index**: Nil

#### Dr. Jayanta Barman (Total Publication: 09)

Structural and optical properties of CdS nanoparticles, <u>Jayanta Barman</u>, K.C. Sarma, *Indian Journal of Physics*, 82(7) (**2008**), 855, (ISSN-0973-1458)**IF**: 0.221, **SJR**: Nil, **h-index**: Nil

Structural and optical studies of chemically prepared nanocrystalline thin films, <u>Jayanta Barman</u>, K.C. Sarma, M. Sarma, K. Sarma, *Indian Journal of Pure and Applied Physics*., 46(**2008**) 339, (ISSN: 00195596) IF: 0.220, SJR: 0.275, h-index: 20

Effect of pH variation on size and structure of CdS nanocrystalline thin films, <u>Jayanta Barman</u>, J.P. Bora and K.C. Sarma, *Chalcogenide Letters*, 5(11) (**2008**), 265 (**ISSN**: 15848663)**IF**: 0.220, **SJR**: 0.005, **h-index**: 9

"Optical properties of chemically prepared CdS quantum dots in polyvinyl alcohol, <u>Jayanta Barman</u>, J.P. Bora, K.C. Sarma, *International Journal of modern Physics B*, 23, (4) (2009) 545-555, (**ISSN**: 02179792) **IF**: 0.510, **SJR**: 0.300, **h-index**: 49

Effect of pH on ZnS nanocrystalline thin film embedded in a polyvinyl alcohol matrix", J.P. Bora, <u>Jayanta Barman</u> and K.C. Sarma, *International Journal of modern physics B*, 24, (29) (2010) 5663–5673(**ISSN**: 02179792) **IF**: 0.510, **SJR**: 0.300, **h-index**: 49

Synthesis and characterization of CdS nanoparticles by chemical growth technique, <u>Jayanta Barman</u>, J.P. Bora and K.C. Sarma, *Journal of Optoelectronics and Advanced Material*., 2(12), (2008), 770, (ISSN: 14544164), IF: 0.302, SJR: 0.2.66, h-index: 27

.

#### Dr. Bhaskar J. Saikia (Total Publication: 21)

FTIR estimation of geometrical structure variations in natural SiO<sub>2</sub> crystal, <u>Bhaskar J. Saikia</u>, *Geochimica et Cosmochimica Acta*, 74 (**12**), 2010, p. A.898, (**ISSN: 0016-7037**) , **IF:** 4.101, **SJR:** 2.246 **h-index:** 134

Spectroscopic estimation of SiO<sub>2</sub> for characterizing clays in the Brahmaputra river sediment, <u>Bhaskar J. Saikia</u>, *Mineralogical Magazine*, 75 (3), 2011, p.780, (**ISSN:** 0026-461X), IF: 1.760, **SJR:** 0.639, **h-index:** 38

Fourier Transform Infrared Spectroscopic characterization of Kaolinite from Assam and Maghalaya, Northeastern India, <u>Bhaskar J. Saikia</u> and G. Parthasarathy, *Journal of Modern Physics*, 1, 2010,p.206, (**ISSN: 0217-751X**), **IF**: 1.053, **SJR:** 2.473, **h-index:** 67

Spectroscopic Characterization of Olivine [(Fe, Mg)<sub>2</sub>SiO<sub>4</sub>] in Mahadevpur H4/5 Ordinary chondrite, <u>Bhaskar J. Saikia</u>, G. Parthasarathy, N.C. Sarmah, *J. American Science*, 5(3), 2009, p.71, (**ISSN: 0002-9599**), **IF**: 2.716, **SJR:** 1.633, **h-index:** 67

Fourier transform infrared spectroscopic estimation of crystallinity in SiO<sub>2</sub>based rocks, <u>Bhaskar J. Saikia</u>, G. Parthasarathy and N.C. Sarmah, *Bulletin of Materials Science*, 31(5), 2008, p.775, (**ISSN: 0973-7669**), **IF**: 0.885, **SJR:** 0.815, **h-index:** 35

Fourier-transform infrared spectroscopic characterization of naturally occurring glassy Fulgurites, <u>Bhaskar J. Saikia</u>, G. Parthasarathy, N.C. Sarmah and G.D. Baruah, *Bulletin of Materials Science*, 31(2), 2008, p. 155, (**ISSN: 0973-7669**), **IF**: 0.885, **SJR:** 0.815, **h-index:** 35

Effect of land use changes on rainfall- runoff and runoff-sediment relationships in Gaula catchment of Himalayan region, Kireet Kumar and <u>Bhaskar J. Saikia</u>, *Geochimica et Cosmochimica Acta*, 74 (**12**), 2010, p. A545, (**ISSN: 0016-7037**), **IF:** 4.101, **SJR:** 2.246 **h-index:** 134

Fourier Transform Infrared spectroscopic characterization of Dergaon H5 chondrite: Evidence of aliphatic organic compound, <u>Bhaskar J. Saikia</u>, G. Parthasarathy and N.C. Sarmah, *Nature and Science*,7(5), 2009, p. 45, (**ISSN: 1545-0740**), **IF**: 0.024, **SJR:** Nil, **h-index:** Nil

Spectroscopic investigation of Mahadevpur H4/5 ordinary chondrite, <u>Bhaskar J. Saikia</u>, G. Parthasarathy, *Geochimica et Cosmochimica Acta*, 73(13), 2008, p. A1114, (ISSN: 0016-7037), IF: 4.235, SJR: 2.204 h-index: 134

Spectroscopy of Megacryometeor, R.R. Borah and <u>Bhaskar J. Saikia</u>, *Geochimica et Cosmochimica Acta*, 74 (**12**), 2010, p. A545, (**ISSN: 0016-7037**), **IF:** 4.101, **SJR:** 2.246 **h-index:** 134

Spectroscopic characterization of clays from Assam and Meghalaya, N.C. Sarmah, <u>Bhaskar J. Saikia</u>, and D. Rautela, *Geochimica et Cosmochimica Acta*, 74(12), 2010, p. A.911, (ISSN: 0016-7037), IF: 4.101, SJR: 2.246 h-index: 134

Spectroscopic characterization of olivine due to Fe/Mg in Dergaon H5 chondrite, <u>Bhaskar J. Saikia</u>, G. Parthasarathy and R. R. Borah, *Mineralogical Magazine*, 75 (3), 2011, p.1780, (ISSN: 0026-461X), IF: 1.760, SJR: 0.639, h-index: 38

Fulgurites from Garuamukh, Assam, India: A Spectroscopic study, <u>Bhaskar J. Saikia</u>, G. Parthasarathy, N.C. Sarmah and G.D. Baruah, *Geochimica et Cosmochimica Acta*, 71(**15**), 2007, p. A 886, (**ISSN: 0016-7037**), **IF:** 4.235, **SJR:** 2.190 **h-index:** 134

Spectroscopic studies on Dergaon meteorite, <u>Bhaskar J. Saikia</u>, G. Parthasarathy, *Geochimica et Cosmochimica Acta*, 72(12), 2008, p. A818, (ISSN: 0016-7037), IF: 4.259, SJR: 2.204 h-index: 134

Organic compounds in H5 meteorite: Spectroscopic investigation of Dergaon H5 Chondrite, Bhaskar J. Saikia, G. Parthasarathy, N.C. Sarmah and G.D. Baruah, *Geochimica et Cosmochimica Acta*, 71(**15**), 2007, p. A887, (**ISSN: 0016-7037**), **IF:** 3.665, **SJR:** 2.190 **h-index:** 134

Spectroscopic studies of Silicate minerals from North-Eastern India, <u>Bhaskar J. Saikia</u> and N.C. Sarmah, *Mineralogical Magazine*, 75 (3), 2011, p.181, (**ISSN:** 0026-461X), IF: 1.760, **SJR:** 0.639, **h-index:** 38

Study of micro-crystallinity of SiO<sub>2</sub> in two Indian Fulgurites, <u>Bhaskar J. Saikia</u> and N.C. Sarmah, *Geochimica et Cosmochimica Acta*, 73(13), 2009, p. A 1144, (ISSN: 0016-7037), IF: 4.385, SJR: 2.307 h-index: 134

- 19. Areas of consultancy and income generated: No
- 20. Faculty as members in
  - a) National committees b) International Committees c) Editorial Boards : Nil
- 21. Student projects
  - a) Percentage of students who have done in-house projects including inter departmental/programme: 10
  - b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies: **Nil**
- 22. Awards/Recognitions received by faculty and students Two Awards received by one faculty member: **Nil**
- 23. List of eminent academicians and scientists/ visitors to the department: Nil
- 24. Seminars/ Conferences/Workshops organized & the source of funding:

a)National: Nil

b)International: Nil

25. Student profile programme/course wise: 2013-14

Name of the	Applications	Selected	Enro	lled	Pass
Course/programme	received		*M	* <b>F</b>	percentage
(refer question no. 4)					
TDC Physics (Major)	20	18	17	01	-
TDC Physics (General)	79	69	60	09	-

#### 26. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
TDC Physics (Major)	100%	Nil	Nil
TDC Physics (General)	100%	Nil	Nil

- 27. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ? **Nil**
- 28. Student progression

Student progression	Against % enrolled
UG to PG	50% (2011-12 & 2012-13)
PG to M.Phil.	NA
PG to Ph.D.	NA
Ph.D. to Post-Doctoral	NA
Employed	
Campus selection	NA
Other than campus recruitment	12
Entrepreneurship/Self-employment	NA

- 29. Details of Infrastructural facilities
  - a) Library: There is a departmental Library that contains ...... 585 books
  - b) Internet facilities for Staff & Students: For Staff & Students
  - c) Class rooms with ICT facility: 01 digital classroom available
  - d) Laboratories: 04 Laboratory
- 30. Number of students receiving financial assistance from college, university, government or other agencies: **10**
- 31. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts Each year one Special Lecture programme for Major Students on Course related matters is held where External experts take part.: **Nil**
- 32. Teaching methods adopted to improve student learning: Lecture, Interactive, Explanation, Illustrative and Q/A, audio-visual methods.
- 33. Participation in Institutional Social Responsibility (ISR) and Extension activities: Nil
- 34. SWOC analysis of the department and Future plans:

#### **Strength:**

We have an experienced, highly qualified, sincere and dedicated faculty staff, and well equipped laboratory.

#### Weakness:

- 1. Shortage of Faculty staff due to non-fulfillment of vacant posts
- 2. High Dropout rate because of migration of students to other professional and technical courses

#### **Opportunities:**

- 1. We have research facility in our department as there are ongoing major research project.
- 2. A Bio-technology hub is opened in the college under the co-ordination of Dr. Jayanta Barman.
- 3. Dr. Bhaskar J. Saikia, Dr. Jayanta Barman and Deepsikha Kalita have combinedly published 33 research papers in various peer reviewed national and international Journals of very high reputation and impact factor

#### **Challenges:**

- 1. Major challenge is to attract the students towards the basic sciences. To promote and orient our students towards the success in the national and international programs of competitive examinations, research, fellowship etc.
- 2. To build a bridge between basic science, technology and business to make higher education more effective and practical for the students to cop up with the present national and international scenario of higher education.

#### **Future Plans:**

- 1. To upgrade our departmental laboratory which serves the need of the students and also the teachers for the research work.
- 2. To introduce job oriented skill based programs related to Physics and Electronics.
- 3. To tie up educational and research programs with other universities, institutions.
- 4. To introduce PG Course in the department

#### **Department of Political Science**

1. Name of the department: POLITICAL SCIENCE

2. Year of Establishment: 1959

- 3. Names of Programmes / Courses offered: UG, Certificate Course in Human rights
- 4. Names of Interdisciplinary courses and the departments/units involved- NIL
- 5. Annual/semester/choice based credit system (programme wise): Semester
- 6. Participation of the department in the courses offered by other departments NIL
- 7. Courses in collaboration with other universities, industries, foreign institutions, etc. Nil.
- 8. Details of courses/programmes discontinued (if any) with reasons: Nil.
- 9. Number of Teaching posts: 4 ( Four sanctioned posts)

	Sanctioned	Filled
Professors		
Associate Professors		2
Asst. Professors		2

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specilization	No. of	No. of Ph.D.
				Years of	Students
				Experience	guided for the
					last 4 years
Dr.Sunaram	M.A., Ph.D	Associate	Sociology	17	NIL
Nath		Professor			
Pijush Debnath	M.A.	Associate	Public	16	NIL
		Prof	Administratoin		
Anjana Devi	M.A.	Asstt. Prof.	International	15	NIL
			Politics		
Pranjal Hazarika	M.A	Asstt.Prof	International	07	NIL
			Relation		

- 11. List of senior visiting faculty: Nil.
- 12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty: **Nil**
- 13. Student Teacher Ratio (programme wise): 139:1
- 14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **Nil**
- 15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG:

**Ph.D---1 (one) Dr. S.R. Nath** 

- 16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **Nil**
- 17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: **Nil.**
- 18. Research Centre /facility recognized by the University: Nil
- 19. Publications:
  - \* a) Publication per faculty
  - \* Number of papers published in peer reviewed journals (national / international) by faculty and students : **Nil**
  - \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database International Social Sciences Directory, EBSCO host, etc.): **Nil**
  - \* Monographs: Nil
  - \* Chapter in Books: Pijush Debnath: 01
  - \* Books Edited: Nil
  - \* Books with ISBN/ISSN numbers with details of publishers: Nil
  - \* Citation Index : Nil
  - \* SNIP: Nil
  - \* SJR: Nil
  - \* Impact factor: Nil
  - \* h-index: Nil
- 20. Areas of consultancy and income generated: Nil.
- 21. Faculty as members in
- a) National committees b) International Committees c) Editorial Boards 1 (one)
- 22. Student projects
  - a) Percentage of students who have done in-house projects including inter departmental/programme : Nil.
  - b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies: **Nil.**
- 23. Awards/ Recognitions received by faculty and students: Nil
- 24. List of eminent academicians and scientists/ visitors to the department: Nil.
- 25. Seminars/ Conferences/Workshops organized & the source of funding
  - a) National Workshop: 02

b) International: Nil.

#### 26. Student profile programme/course wise:

Name of the	Applications	Selected	Enro	lled	Pass
Course/programme	received		<b>*M</b>	*F	percentage
(refer question no. 4)					
2011-12					
TDC Political Science (Major)	35	25	11	14	-
TDC Political Science (General)	135	115	45	70	-
2012-13					
TDC Political Science (Major)	35	21	11	10	-
TDC Political Science (General)	222	194	113	81	-
2013-14					
TDC Political Science (Major)	40	24	19	05	-
TDC Political Science (General)	250	177	109	68	-

<sup>\*</sup>M=Male F=Female

#### 27. Diversity of Students

Name of the Course	% of students from the same State	% of students from other States	% of students from abroad
TDC(major & general)	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ? **Nil** 

#### 29. Student progression

Student progression	Against % enrolled
UG to PG	5 last year
PG to M.Phil.	NA
PG to Ph.D.	NA
Ph.D. to Post-Doctoral	NA
Employed	NA
Campus selection	
Other than campus recruitment	
Entrepreneurship/Self-employment	NA

- 30. Details of Infrastructural facilities
  - a) Library: There is a departmental Library that contains ... 200.. books
  - b) Internet facilities for Staff & Students: Internet facility only for Staff.
  - c) Class rooms with ICT facility: Nil.
  - d) Laboratories: Nil
- 31. Number of students receiving financial assistance from college, university, government or other agencies: 410
- 32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: **Nil**
- 33. Teaching methods adopted to improve student learning: Lecture, Interactive,

## Explanation, Illustrative, Demonstration, Micro teaching(major students) and Q/A methods,

- 34. Participation in Institutional Social Responsibility (ISR) and Extension activities: Nil
- 35. SWOC analysis of the department and Future plans:

#### **Strengths:**

- 1) Ours is a full fledged department with separate departmental space.
- 2) There is a rich departmental library with both text and reference books.
- 3) Under the newly introduced semester system, there is no dearth of students to take up Major in Political Science.
- 4) The department has computer with printer and Internet facility
- 5) The department has already conducted two national level workshops in last five years and conducted two certificate courses on human rights which have contributed to enrichment of knowledge in relevant fields.
- 6) The department takes special initiative to aid the poor and needy students with Major in Political Science. The help is offered at the time of form fill up for examination/ new admission.
- 7) The department has contributed to resource mobilization of the college through selling of its publication.

#### Weaknesses

- 1) The students have less command over English. It sometimes create problem in the teaching-learning process.
- 2) The students are more dependent on vernacular learning resources. But such resources are limited and can not fully cater to the needs of the students.
- 3) Though study materials are often provided to the students and special remedial classes are taken, no formal procedure has been evolved so far by the department to monitor and effectively implement such systems.
- 4) The input in terms of student enrollment is high. But in terms of quality at the entry level, it is not up to expectation in most of the cases. Level of general awareness among the students is far from being satisfactory.
- 5) In field of research and extension, the faculty members can do more works so as to contribute more effectively to the society.
- 6) Less faculty members in comparison to students.

#### **Opportunities:**

1) The semester system which has been introduced recently provides opportunity to perform better for those students who are serious in studies as the syllabus

- is limited and there is continuous monitoring and evaluation.
- 2) There is no dearth of students to study Political Science. Even for Major Course, many students come forward.
- 3) Political Science is a part and parcel of any competitive examination. Proper study by the students and guidance by the teachers can contribute a lot to future success of the students.
- 4) UGC is very generously offering schemes and opportunities for the faculties in form of projects, organising seminars/workshops, running special courses etc. Teachers of the department can avail such opportunities.

#### **Challenges:**

- 1) Lack of awareness among a section of the guardians is a major threat as such drop out rate is high.
- 2) The students are more interested in getting study materials and memorizing those; not in understanding and enhancing knowledge.
- 3) The knowledge level of the inputs is not satisfactory which prevents teachinglearning process from becoming fully effective at times.
- 4) To improve the result even if in the present standard of student.

#### **Future plan:**

- 1) Organizing more seminars/workshops in order to initiate scholarly debate, disseminate knowledge and documentation in relevant fields.
- 2) The department is planning to open post graduate course in the near future.
- 3) Pursuing research in forms of PhD research and projects.
- 4) Strengthening departmental library with more books and journals.
- 5) Special counseling programme on career opportunities and higher studies for the sixth semester students.
- 6) Preparing learning resources departmentally in a formal manner.

#### **Department of Sanskrit**

- 1. Name of the department **SANSKRIT.**
- 2. Year of Establishment 1959.
- 3. Names of Programmes / Courses offered: (UG)
- 4. Names of Interdisciplinary courses and the departments/units involved: Nil
- 5. Annual/semester/choice based credit system (programme wise): Semester
- 6. Participation of the department in the courses offered by other departments: Nil
- 7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **Nil.**
- 8. Details of courses/programmes discontinued (if any) with reasons: Nil.
- 9. Number of Teaching posts: 3 (three sanctioned posts)

	Sanctioned	Filled
Professors		
Associate Professors		
Asst. Professors	3	2

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. Etc.,)

Name	Qualifi	Designation	Specilization	No. of Years	No. of Ph.D.
	cation			of Experience	Students guided
					for the last 4
					years
Dr.R. Roy.	MA, Ph D.	Asstt.	Group-B(Veda)	13	Nil
		Professor			
M.Baruah.	M A, SLET	Asstt.	Group-	4	Nil
		Professor.	C(Darshan)		

- 11. List of senior visiting faculty: Nil.
- 12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: Nil (Temporary Faculty was entrusted with H.S classes)
- 13. Student Teacher Ratio (programme wise): **15:1**
- 14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **Nil**
- 15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ M.Phil/PG.

#### : Ph.D :1(one)

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **Nil** 

- 17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: M.R.P.- 1(one) total grant: 15,000 Malavika Baruah
- 18. Research Centre /facility recognized by the University. One by State Private University. :Nil
- 19. Publications:
  - \* a) Publication per faculty
  - \* Number of papers published in peer reviewed journals (national / international) by faculty and students : **Nil**
  - \*Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database International Social Sciences Directory, EBSCO host, etc.): **Nil** 
    - \* Monographs: Nil
    - \* Chapter in Books: Malavika Baruah: 1: Gandhi's views on Education. ISBN-978-93-81694-49-7.
    - \* Books Edited: Nil
    - \* Books with ISBN/ISSN numbers with details of publishers: Nil
    - \* Citation Index: Nil
    - \* SNIP: Nil
    - \* SJR: Nil
    - \* Impact factor: Nil.
    - \* h-index: Nil.
- 20. Areas of consultancy and income generated: Nil.
- 21. Faculty as members in
- a) National committees b) International Committees c) Editorial Boards....2( two): Dr.

#### Rangmala Roy and Malavika baruah are members of Rashtriya Sanskrit sanstha

- 22. Student projects: Nil
- a) Percentage of students who have done in-house projects including inter departmental/programme: Nil.
- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies **Nil.**
- 23. Awards/ Recognitions received by faculty and students: Nil
- 24. List of eminent academicians and scientists/ visitors to the department: Nil.
- 25. Seminars/ Conferences/Workshops organized & the source of funding

a) National: Nil.

b) International: Nil.

26. Student profile programme/course wise:

Name of the	Applications	Selected	Enr	olled	Pass
Course/programme	received		*M	$*\mathbf{F}$	percentage
(refer question no. 4)					
2011-12					
TDC Sanskrit (Major)	02	02	01	01	-
TDC Sanskrit(General)	06	06	03	03	-
2012-13					
TDC Sanskrit (Major)	08	08	02	06	-
TDC Sanskrit(General)	04	04	02	02	-
2013-14					
TDC Sanskrit (Major)	03	03	01	02	-
TDC Sanskrit(General)	07	07	03	04	-

<sup>\*</sup>M=Male F=Female

#### 27. Diversity of Students

Name of the Course	% of students from the same	% of students from other	% of students from abroad
	state	States	
TDC (Sanskrit Major)	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ?: **Nil** 

#### 29. Student progression

Student progression	Against % enrolled
UG to PG	NA
PG to M.Phil.	NA
PG to Ph.D.	NA
Ph.D. to Post-Doctoral	NA
Employed	15 (during the last 4
Campus selection	years)
Other than campus recruitment	
Entrepreneurship/Self-employment	Not Known

- 30. Details of Infrastructural facilities
- a) Library: There is a departmental Library that contains ...91 books
- b) Internet facilities for Staff & Students: Internet facility available for Staff.
- c) Class rooms with ICT facility: Nil.
- d) Laboratories: Nil
- 31. Number of students receiving financial assistance from college, university, government or other agencies: 10

- 32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: **Nil**
- 33. Teaching methods adopted to improve student learning: Lecture, Interactive, Explanation, Illustrative and Q/A methods.
- 34. Participation in Institutional Social Responsibility (ISR) and Extension activities": NSS
- 35. SWOC analysis of the department and Future plans

#### **STREANTH:**

The Department is a full-fledged one, comprising one faculty with Ph.D. degree and one pursuing Ph.D. The Department has computer with internet facility. They are very sincere and always eager to help the students. They are knowledge savvy teachers and are carrying on their research activities.

#### **WEAKNESS:**

Poor enrolment and shortage of sanctioned faculty and the teachers lack guidance as their experience to run a full fledged department fall short.

#### **OPPORTUNITY:**

The departmental faculties are fit enough to extend services to other modern Indian subjects and Indian Philosophy. Students have larger job opportunities with general and subject specific jobs.

#### **CHALLENGES:**

Popularize Sanskrit among all sections of students and wipe away the prejudices regarding Sanskrit.

#### **Future plan of the Department:**

- 1. Organize state/national level seminars
- 2. Initiating a diploma course in Functional Sanskrit.
- 3. To publish a peer reviewed research Journal in the field

#### **Department of Statistics**

- 36. Name of the department: **STATISTICS**
- 37. Year of Establishment: 1988
- 38. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.): **UG**
- 39. Names of Interdisciplinary courses and the departments/units involved: Nil
- 40. Annual/semester/choice based credit system (programme wise): Semester
- 41. Participation of the department in the courses offered by other departments: **Zoology**, **Bioinformatics and Environmental Studies**.
- 42. Courses in collaboration with other universities, industries, foreign institutions, etc. **Nil.**
- 43. Details of courses/programmes discontinued (if any) with reasons. Nil
- 44. Number of Teaching posts: 3 (Three sanctioned posts)

	Sanctioned	Filled
Professors		
Associate Professors		02
Asst. Professors		01

45. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specilization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Mr. Joy Kr.	M. Sc.	Associate	Econometrics	25 Years	Nil
Singha		Professor			
Mrs. Aparna	M. Sc.	Associate	Multivariate	20 Years	Nil
Bairagi		Professor	Analysis and		
			Computer		
			Programming		
Mr. Rajib	M.Sc., M.Phil	Assistant	Operations	09Years	NII
Baruah		Professor	Research		

- 46. List of senior visiting faculty: Nil
- 47. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty: Nil
- 48. Student Teacher Ratio (programme wise): 10:1
- 49. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **Nil**

- 50. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG: M.Phil-01
- 51. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **Nil**
- 52. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: **Nil**
- 53. Research Centre /facility recognized by the University: Nil
- 54. Publications:
  - \* a) Publication per faculty
  - \* Number of papers published in peer reviewed journals (national / international) by faculty and students: **01**(Mr Rajib Baruah 01)
  - \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database International Social Sciences Directory, EBSCO host, etc.): Nil
  - \* Monographs: Nil
  - \* Chapter in Books: Nil
  - \* Books Edited: Nil
  - \* Books with ISBN/ISSN numbers with details of publishers: Nil
  - \* Citation Index : Nil
  - \* SNIP: Nil
  - \* SJR: Nil
  - \* Impact factor: Nil
  - \* h-index : Nil
- 55. Areas of consultancy and income generated: Nil
- 56. Faculty as members in
- a) National committees b) International Committees c) Editorial Boards: Nil
- 57. Student projects
- a) Percentage of students who have done in-house projects including inter departmental/programme : Nil
- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies: **Nil**
- 58. Awards/ Recognitions received by faculty and students: Nil
- 59. List of eminent academicians and scientists/ visitors to the department:
- 60. Seminars/ Conferences/Workshops organized & the source of funding

a) National: **Seminar – 01, Source of funding U.G.C.** 

b)International: Nil

61. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enro *M	lled *F	Pass percentage
2013-14	26	26	23	3	-
UG (General)					
2012-13	22	20	16	4	-
UG (General)					
2011-12	10	10	10	0	-
UG (General)					

<sup>\*</sup>M=Male F=Female

#### 62. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
Under Graduate (Pass Course 2013-14)	100	Nil	Nil

63. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ? Nil

#### 64. Student progression

Student progression	Against % enrolled
UG to PG	Not Available
PG to M.Phil.	NA
PG to Ph.D.	NA
Ph.D. to Post-Doctoral	NA
Employed	NA
Campus selection	
Other than campus recruitment	
_	
Entrepreneurship/Self-employment	Not Known

- 65. Details of Infrastructural facilities
- a) Library: There is a departmental Library that contains ...110 books
- b) Internet facilities for Staff & Students: Internet facility only for Staff.
- c) Class rooms with ICT facility: **Digital Class room with ICT learning facility**
- d) Laboratories: One practical Laboratory
- 66. Number of students receiving financial assistance from college, university, government or other agencies: **Data not Available**

- 67. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: **Nil**
- 68. Teaching methods adopted to improve student learning: Lecture, Interactive, Explanation, Illustrative and Q/A methods.
- 69. Participation in Institutional Social Responsibility (ISR) and Extension activities: Nil
- 70. SWOC analysis of the department and Future plans

#### **Strengths:**

We have an experienced, sincere and dedicated faculty staff, well equipped laboratory and ICT learning facility. We have successfully organized a National Seminar last year at our college.

#### Weakness:

- 1. Lack of enrollment of students
- 2. Inability to open major course in the department
- 3. Shortage of sanctioned teaching staff

#### **Opportunity:**

Statistics is a very important subject at the present day scenario. Job opportunity for the students after completion of formal education with statistics as a subject increases manifold at various socio-economic sectors.

The demand for statistics is increased in the field of economics and planning as well as the IT sector

#### **Challenges:**

Major challenge is to attract the students towards the subject as well as to promote and orient our students towards the success in the competitive examinations, research, fellowship etc.

#### **Future Plans:**

- 1. To open major course
- 2. To organize national level seminars and workshops frequently.
- 3. To orient our students so that they succeeds at various competitive examinations

#### **Department of Zoology**

1. Name of the department: **Zoology** 

2. Year of Establishment: 1979

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.): UG, certificate course in Bioinformatics

4. Names of Interdisciplinary courses and the departments/units involved:

Bioinformatics: Botany, Zoology, Statistics and Computer science.

**Environmental Studies:** Botany, Zoology, Chemistry, Geography and Economics.

- 5. Annual/semester/choice based credit system (programme wise): Semester
- 6. Participation of the department in the courses offered by other departments : **Environmental studies and Bioinformatics**
- 7. Courses in collaboration with other universities, industries, foreign institutions, etc. **Nil.**
- 8. Details of courses/programmes discontinued (if any) with reasons: Nil
- 9. Number of Teaching posts 4 (four sanctioned posts)

	Sanctioned	Filled
Professors		
Associate Professors	3	3
Asst. Professors	1	Vacant

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specilization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Mamoni Phukon Rajkhowa	M.Sc.	Associate Professor	Applied Zoology	31	-
Mina Choudhury	M.Sc.	Associate Professor	Fish and Fishery	30	-
Suranjan Bhowal	M.Sc.	Associate Professor	Ecology	16	-

- 11. List of senior visiting faculty: Nil
- 12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: **Nil**
- 13. Student Teacher Ratio (programme wise): **53:1**
- 14. Number of academic support staff (technical) and administrative staff; sanctioned and

#### filled: Technical (Bearer) 2 (Sanctioned)

- 15. Qualifications of teaching faculty with DSc/D.Litt/Ph.D/MPhil/PG: PG (All)
- 16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **Nil**
- 17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: **Nil**
- 18. Research Centre /facility recognized by the University: Nil
- 19. Publications:
  - \* a) Publication per faculty

M.P. Rajkhowa	M. Choudhury	S. Bhowal
3	3	5

- \* Publication in seminar proceedings with ISBN numbers
- \* Number of papers published in peer reviewed journals (national / international) by faculty and students: **Nil**
- \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database International Social Sciences Directory, EBSCO host, etc.): **Nil**
- \* Monographs: Nil
- \* Chapter in Books: Nil
- \* Books Edited : Nil
- \* Books with ISBN/ISSN numbers with details of publishers: Nil
- \* Citation Index : Nil
- \* SNIP: Nil
- \* SJR: Nil
- \* Impact factor Nil
- \* h-index: Nil
- 20. Areas of consultancy and income generated : Nil
- 21. Faculty as members in
- a) National committees b) International Committees c) Editorial Boards: Nil
- 22. Student projects
- a) Percentage of students who have done in-house projects including inter departmental/programme: Nil
- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies: **Nil**

- 23. Awards/ Recognitions received by faculty and students Two Awards received by one faculty member: Nil
- 24. List of eminent academicians and scientists/ visitors to the department: Nil
- 25. Seminars/ Conferences/Workshops organized & the source of funding
- a) National: 1 UGC Sponsored workshop on Bio-fuel as a Non conventional source of energy
  - b) International: Nil
  - 26. Student profile programme/course wise:

Name of the Course/programme	Applications	Selected	Enro	lled	Pass
(refer question no. 4)	received		*M	*F	percentage
(2013-14) TDC Zoology (Major)	55	28	15	13	
TDC Zoology (General)	100	98	65	33	
(2012-13) TDC Zoology (Major)	45	20	09	11	
TDC Zoology (General)	35	33	20	13	
(2011-12) TDC Zoology (Major)	35	23	11	12	
TDC Zoology (General)	10	10	06	04	

<sup>\*</sup>M=Male F=Female

#### 27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
TDC Zoology (Major)	100%	Nil	Nil

- 28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc? Nil
- 29. Student progression

Student progression	Against % enrolled
UG to PG	NA
PG to M.Phil.	NA
PG to Ph.D.	NA
Ph.D. to Post-Doctoral	NA
Employed	NA
Campus selection	
Other than campus recruitment	
Entrepreneurship/Self-employment	Not known

- 30. Details of Infrastructural facilities
- a) Library: There is a departmental Library that contains :.....470 books
- b) Internet facilities for Staff & Students: Internet facility only for Staff.
- c) Class rooms with ICT facility: 1 (digital class room)
- d) Laboratories: One Language Laboratory -3
- 31. Number of students receiving financial assistance from college, university,

- government or other agencies: NA
- 32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: **NA**
- 33. Teaching methods adopted to improve student learning: Lecture, Interactive, Explanation, Illustrative and Q/A methods.
- 34. Participation in Institutional Social Responsibility (ISR) and Extension activities: Nil
- 35. SWOC analysis of the department and Future plans.

#### **Strength:**

- 1. Experienced, dedicated, and competent faculty
- 2. Well equipped laboratory
- 3. Digital Class room with ICT learning facility
- 4. Specious Classrooms and laboratory
- 5. Encouraging student enrollment and result in the university final examinations
- 6. Certificate course in bioinformatics course
- 7. A Zoological museum in the department

#### Weakness:

- 1. Inadequate number of sanctioned teaching faculty
- 2. Poor economic background of most of the students

#### **Opportunity:**

- i) Creation of scientific database for native faunal species.
- ii) Departmental laboratory and museum is well verged to support P.G as well as research study
- iii) Capability of offering innovative as well as need based academic programmes.

#### **Challenges:**

- 1. High dropout rate as many students migrate to other professional and technical courses from this course and this is a big challenge for us.
- 2. Most of the students belong to poor economic background

#### **Future plan of the department:**

- i) The department aspires to initiate skill based and innovative courses.
- ii) To organize national level seminars and workshops frequently in the near future

#### **Department of Mathematics**

1. Name of the department: Mathematics

2. Year of Establishment: 1965

- 3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.): UG
- 4. Names of Interdisciplinary courses and the departments/units involved: BCA
- 5. Annual/ semester/choice based credit system (programme wise): Semester
- 6. Participation of the department in the courses offered by other departments: BCA
- 7. Courses in collaboration with other universities, industries, foreign institutions, etc. **Nil.**
- 8. Details of courses/programmes discontinued (if any) with reasons: Nil.
- 9. Number of Teaching posts 4 (four sanctioned posts)

	Sanctioned	Filled
Professors		
Associate Professors	1	1
Asst. Professors	3	3

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specilization	No. of	No. of Ph.D.
		-		Years of	Students
				Experience	guided for the
					last 4 years
Mrs. Dipa Saikia	M.Sc.	Associate	Homology	26	Nil
		Professor	Theory		
Dr. Gayatree Das	M.Sc.,M.Phil,	Asstt. Prof.	Group Theory	18	Nil
	Ph.D.				
Mr. Nitin Sarma	M.Sc.,	Asstt. Prof.	Relativity and	07	Nil
	M.Phil,		Fluid Dynamics		
Dr. Jiwan	M.Sc., Ph.D.	Asstt. Prof	Magneto-	01	Nil
Krishna			hydrodynamics		
Goswami			(M.H.D)		

- 11. List of senior visiting faculty: Nil.
- 12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty: **Nil**
- 13. Student Teacher Ratio (programme wise): 35:1 for U.G.
- 14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **Nil**
- 15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG:

#### Ph.D---2 (Two), M.Phil----- 2(two)

- 16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **Nil**
- 17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: **Nil.**
- 18. Research Centre /facility recognized by the University: Nil
- 19. Publications:
  - \* a) Publication per faculty:
  - \* Number of papers published in peer reviewed journals (national / international) by faculty and students: total 09 (Dr. Gayatree Das: 04, Dr. Jiwan Krishna Goswami: 07)
  - \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database International Social Sciences Directory, EBSCO host, etc.): **Nil**
  - \* Monographs: Nil
  - \* Chapter in Books: Dr. Gayatree Das: 02
  - \* Books Edited: Nil
  - \* Books with ISBN/ISSN numbers with details of publishers: Nil
  - \* Citation Index: Nil
  - \* SNIP: Nil
  - \* SJR: Nil
  - \* Impact factor: Nil.
  - \* h-index: Nil.
- 20. Areas of consultancy and income generated: Nil.
- 21. Faculty as members in
- a) National committees b) International Committees c) Editorial Boards.... Nil
  - 22. Student projects
- a) Percentage of students who have done in-house projects including inter departmental/programme : Nil.
- b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/other agencies: **Nil.** 
  - 23. Awards/ Recognitions received by faculty and students Two Awards received by one faculty member: **Nil**

- 24. List of eminent academicians and scientists/ visitors to the department: **Dr. Dilip Kumar Dutta, USA, and Dr. Nayandeep Deka Baruah, Tezpur University**
- 25. Seminars/ Conferences/Workshops organized & the source of funding

a) National: Nil.

b) International: Nil.

26. Student profile programme/course wise:

Name of the Course/programme	Applications	Selected	Enro	lled	Pass
(refer question no. 4)	received		<b>*M</b>	*F	percentage
(2013-14) Mathematics (Major)	30	19	13	06	
Mathematics (General)	100	80	71	09	
(2012-13) Mathematics (Major)	25	20	15	05	
Mathematics (General)	50	42	35	07	
(2011-12) Mathematics (Major)	15	11	11	0	
Mathematics (General)	15	14	13	01	

<sup>\*</sup>M=Male F=Female

#### 27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
TDC (Mathematics Major)	100%	Nil	Nil

- 28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ? **Nil.**
- 29. Student progression

Student progression	Against % enrolled
UG to PG	20 % (2011-12)
PG to M.Phil.	NA
PG to Ph.D.	NA
Ph.D. to Post-Doctoral	NA
Employed	NA
Campus selection	
Other than campus recruitment	
Entrepreneurship/Self-employment	Not Known

- 30. Details of Infrastructural facilities
- a) Library: There is a departmental Library that contains ... **150**..... books
- b) Internet facilities for Staff & Students: Internet facility only for Staff.
- c) Class rooms with ICT facility: Digital Class Room is available
- d) Laboratories: Nil
  - 31. Number of students receiving financial assistance from college, university, government or other agencies: **Not Known**

- 32. Details on student enrichment programmes (special lectures /workshops / seminar) with external experts: **Nil**
- 33. Teaching methods adopted to improve student learning: Lecture, Interactive, Explanation, Illustrative and Q/A, ICT Learning methods.
- 34. Participation in Institutional Social Responsibility (ISR) and Extension activities: **Nil**
- 35. SWOC analysis of the department and Future plans

#### **Strength:**

- 1. Competent, well qualified and experienced teachers
- 2. Computer facilities with Internet for staff
- 3. A Digital class room with LCD and Interactive Board facility

#### Weaknesses:

High dropout rate due to shift of enrolled students to other professional and technical courses

#### **Opportunities:**

- 1. To turn the department into a PG Department
- 2. To organize functions/workshops/seminars for popularization of Mathematical Sciences
- 3. To develop ICT enabled teaching learning resources
- 4. To publish a Mathematical Journal.

#### **Challenges:**

- 1. A deep rooted math-phobia
- 2. Decreasing number of students in Mathematics in particular and Basic Sciences in general

#### **Future plan:**

- 1. To make mathematics popularization programmes a regular feature.
- 2. To inculcate a research culture among the faculty members.
- 3. To enrich the departmental library
- 4. To hold National and State level workshops and seminars regularly

#### **Format for Presentation of Practice**

#### 1. Title of the Practice

This title should capture the keywords that describe the Practice.

#### 2. Goal

Describe the aim of the practice followed by the institution. Brief the underlying principles or concepts in about 100 words.

#### 3. The Context

Describe any particular contextual feature or challenging issues that have had to be addressed in designing and implementing the Practice in about 150 words.

#### 4. The Practice

Describe the Practice and its implementation. Include anything about this practice that may be unique in the Indian higher education. Please also identify constraints or limitations, if any, in about 400 words.

#### 5. Evidence of Success

Provide evidence of success such as performance against targets and benchmarks and review results. What do these results indicate? Describe in about 200 words.

#### 6. Problems Encountered and Resources Required

Please identify the problems encountered and resources required to implement the practice in about 150 words.

#### 7. Notes (Optional)

Any other information that may be relevant and important to the reader for adopting/implementing the Best Practice in their institution about 150 words.

#### 8. Contact Details

Name of the Principal: Dr. Sarifuddin Ahmed

Name of the Institution: Anandaram Dhekial Phookan College.

City: Nagaon, Assam Pin Code: 782002.

Accredited Status: 'B' Grade in 2004

Work Phone : (03672) 222235 Fax : (03672) 222235

Website : www.adpcollege.in

E-mail : principaladp@gmail.com

Mobile : 9435068923

### **ANNEXURES**

ANNEXURE I: COPY OF 2(f)/12(A) UGC

LIST OF COLLEGES UNDER SECTION 2(f) OF THE U.G.C. ACT 1956

> UNIVERSITY GRANTS COLDUSSION NEW TELM! 1953

## NON-GOVERNMENT COLLEGES

## midratille , rengue , iku. A. COLLEGES TEACHING UP TO BACHELOR'S DEGREE

g god) so

- Affiliated Colleges

  1. Abhayapuri College, Abhayapuri, Goalpara (provisional affiliation) Shri K. Gosyami Lit. 2.13
- Anandram Dhekial Phukan College, Nowgong, temporary affiliation) Shil A. Hye. 601
- Shri C. Sarma. Gauhati (on temporary affiliation).
- Bajali College, Pathsala, Kamrup (on temporary affiliation). Shri R.N. Sarma. hari e rustant of the
- 5. Biswanath College, Charali, Darrang (temporary affiliation for two years from 1965-66). Shri S. Chaliha.
- 6. B. Barooah College, Gauhati. Dr. P.C. Bhatlacharjer.
- 7. B.N. College, Dhubri. Shri J.N. Das.
- Cachar College, Silchar (on temporary affiliation extended for 5 years with effect from 1966-67). Shri K.C. Chakraborty.
- Dakshin Kamrup College, Palasbari (on temporary affiliation up to 2nd year class). Shri G.N. Thakuria.
- 10. Darrang College, Tezpur. Shri B.P. Das.
- 11. Fazl Ali College, Mokokching. Shri B.C. Misra Bhagaboli.
- 12. Gauhati Commerce College, Gauhati (on temporary alliliation extended for 3 years w.c.f 1964-65). Shri B.C. Lahkar.
- Gopalpara College, P.O. Gopalpara (Assam) (of temporary affiliation). Shri M.N. Bara.
- G.P. Women's College, Imphal (Manipur) (temporary alliliation up to 1st year class). Shri 1.. T. Singh.
- 15. G.C. College, Silchar. Shri D. Dutta.
- 16. Haslong College, Haslong (on temporary assiliation extended for 3 years w.e.f i964-65). Shri S. Roy Choudhury.
- Handique Girls' College, Gauliati. Shri S.C. Goswamii
- Imphal Cellege, Imphal (on temporary affiliation) Shri Th. Niicmani Singh.
- 19. Karinganj Colic Karimganj. Shri P.C. Bhattacharyer.
- 20. Kokrajhar College, Kokrajhar (on provisional affiliation). Shri R.K. Sarma.



#### ANNEXURE III QUALITY PROFILE



# PEER TEAM REPORT ON INSTITUTIONAL ACCREDITATION OF

ANANDARAM DHEKIAL PHOOKAN COLLEGE
NAGAON-782001, ASSAM
26 - 27<sup>th</sup> September, 2004.

NATIONAL ASSESSMENT & ACCREDITATION COUNCIL BANGALORE

# PEER TEAM REPORT ON THE INSTITUTIONAL ACCREDITATION OF ANANDARAM DHEKIAL PHOOKAN COLLEGE, NAGAON, ASSAM

#### SECTION I: Preamble

Anandaram Dhekial Phoekan was an illustrious son of Assam, and the College was named after him. The Institution was established on 7th Suptember 1959 as a night college. The mission and goals of the College are to provide higher education for those who 'earn in the day and learn in the night. This is a Grant-in Aid College affiliated to Gauhati University. The College came under Clauses 2f and 12B of UGC on 19 January 1988. The College having a campus area of 2.8 acres is located in a semi-urban setting. The College offers two programs in Arts and Science, It has initiated the process of introducing 4 certificate courses. Arts faculty has 15 departments while the Science has 8 departments. The total strength of teachers is 68 (30 female) out of which 7 are with Ph.D and 4 with M.Phil degrees. There are 3 temporary (I female) and 10 part time (6 female) teachers. There are 34 administrative (2 female) and I technical staff. The total strength of students is 1021 out of which 229 are girls. The annual budget for 2002-2003 is Rs. 2.17 crores. The unit cost of education (including the salary component) is Rs.13, 843 per student. The College follows temporal plan of annual system. The college has support service like central library, sports facilities, canteen and grievance redressal cell. The central library had 29337 books and 14 journals. The total working days of the College are 285 and the teaching days are 180. The working days of the library are 285. The College has a well-framed policy for recruitment of teachers in consumance with the State Government



directives and the guidelines of UGC. The Governing Body (GB) Body responsible for overall management of the institute.

A D P College volunteered to be assessed by National Assessment and Accreditation Council, Bangalore, and submitted its Self Study Report (SSR) on 22<sup>nd</sup> December 2003. The NAAC constituted a Peer Team with Prof. Ananda Deb Mukhopadhyay, Former Vice-Chancellor of Vidyasagar University as its Chairman, Prof. P.S.N Reddy, Professor of Chemistry, Osmania University as Member-Coordinator and Prof. R.C. Mohapatra, Professor of Personnel Management and Industrial Relations, Utkal University, as Member. Dr K N Madhusudanan Pillai, Academic Consultant, NAAC, coordinated the visit of the Peer Team from Bangalore. The Peer Team carefully perused and analyzed the SSR submitted by the College, and visited the institution during 26-27 September 2004. During the institutional visit, the team went through all the relevant documents, visited the departments and the facilities, and interacted with the various constituents of the College. The academic, cocurricular, extra-curricular, sports and extension facilities of the College were visited. The Peer Team also interacted with the Governing Body, Head of the institution, faculty, non-teaching staff, students, parents and alumni of the College. Based on the above exercise, and keeping in view the criteria identified by NAAC, the Peer Team has taken the value judgment. The assessment of the institution under various criteria, the commendable features of the institution as well as the issues of concern are given in the following pages.

Peer Team report on the assessment of Anandaram Dhekial Phookan College, Nagaon, Assam



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SECTION II: CRITERIA WISE INPUT

Criterion I: Curricular Aspects

The College offers Under Graduate (UG) courses in different subjects of Art and Science. The faculty of Arts offers courses in Assamese, Arabic, Economics, Education, English, Hindi, History, Geography, Philosophy, Political science, Mathematics and Sanskrit under two streams - Major and General. On the other hand, the Science faculty offers Major and General courses in Botany, Zoology, Physics, Chemistry, Mathematics, Economics and Geography. It takes about two years for introducing a new course. During the last three years the College introduced major courses in Chemistry and Zoology. The students opting for the General stream are more in number both in Arts and Science faculties, and the Major students are very few. The College has initiated the process for introducing four certificate courses in Computer Application, Recitation, Spoken English and Functional Assamese.

The College being affiliated to Gauhati University follows its prescribed curriculum. The University updates the curriculum from time to time. The Knowledge: Skill component in programs offered by Arts faculty is 80: 20 while the same offered by Science faculty is 70:30. There is flexibility only in choosing Major and Optional subjects, and the programs have no flexibility in terms of time frame matching the students convenience and horizontal mobility. The College is yet to take inter/multidisciplinary approach for curriculum design.

Three teachers of the College contributed in the curriculum design of the university. The Inspector of College of Gauhati University visits the

Peer Team report on the assessment of Anandaram Dhekial Phookan College, Nagaon, Assam



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institution periodically for academic assessment, and the latest was in 2004.

Criterion II: Teaching, Learning and Evaluation

The College follows a transparent policy in admissions. The students are admitted on the basis of marks obtained in the qualifying examination. The College follows a practice of 'check-teach-check' for the benefit of slow learners. But very few students are taking interest in this scheme, The College may formalize / institutionalize the process of offering bridge / remedial courses for disadvantaged students. The teachers give the advanced learners more books from the library and personal guidance. These students may be enthused to work ahead of others by offering some vadd-on courses.

At the beginning of the academic session, the students are informed about the evaluation system and the various examination schedule of the university. The College monitors the overall performance of the students through regular unit tests.

The teachers prepare the teaching plan for smooth running of teachinglearning process. The syllabus is unitized. The lecture method of teaching is supplemented by charts, models and demonstration methods, and occasionally by using audiovisual equipment like epidiascope, over-head projector, slide projector and tape-recorder. The College has one piece of each of this equipment. Their number and usage in the classroom need to be improved vastly.

The total working days of the college are 285 out which 180 are teaching days. The ratio of full time: part time teacher is 71:10. The full time teachers take 87% of classes. The College under Assam Aided Colleges

Peer Team report on the assessment of Anandaram Dhekial Phoukan College, Nagaron, Assum



Employees Rule 1960 and its subsequent guidelines recruit the teachers, and four teachers have been appointed during the last two years. The College has freedom to appoint part time temporary teachers,

The College has initiated the self-appraisal method for evaluation of teachers in teaching, research and extension activities. Last year, the College also collected feed back from the students for campus experience,

The teachers are encouraged to participate in seminars, conferences, workshops, and to apply for minor research projects. Many teacher of the College have attended National Seminars in the past two years. The College conducts Faculty development programs by arranging invited lectures by eminent experts and personalities in different subjects.

# Criterion III: Research, Consultancy and Extension

There are 68 permanent 3 temporary and 10 part time teachers in this institution. Out of these teachers 7 have Ph.D and 5 have M.Phil degrees. Though the College promotes research activity among teachers, only 12% of the teachers are engaged in active research. So far, three minor research projects – 1 in Botany, 1 in Economics and 1 in English – funded by UGC have been completed, and 10 other projects were undertaken on self-finance basis. At present, the College has no funded research project. Two teachers of the Geography department are engaged in consultancy activities in an informal way, and a teacher from economics department advises the Government on matters relating to environment. His books, publications, and all round enthusiasm for research are worth mentioning.

A teacher of the College has been given additional charge to look after the extension activities conducted by the College. The College promotes extension activities in the area of community development, social work,

Peer Team report on the assessment of Anandaram Dhekial Phookan College, Nagson, Assam



Medical camp, Adult literacy program, Relief Camp and Health & Hygicne, Aids and Environmental Awareness programs. The College has its NSS and NCC units. Two NCC cadets of this College have participated this year in the Republic Day parade at New Delhi. The College has good culture of organizing seminars, conferences, workshops etc. Many teachers of the College have attended seminars etc. Two teachers have acted as resource persons in a film festival.

# Criterion IV: Infrastructure and Learning Resources

The College is located in a semi-urban setting with a campus area of 2.8 acres. The College possesses basic academic and administrative infrastructure facilities that are common with higher secondary stream. The classrooms in the Arts block needs to be renovated with more space and light. The laboratories are under-equipped, particularly in the department of Chemistry. The College has realized the need for augmenting the infrastructure for keeping pace with the academic growth of the institution, and making efforts in that direction by mobilizing resources for infrastructure development from its development fund, grants from UGC, donations and area development funds of MLAs and MPs. The College takes appropriate steps to maintain its infrastructure. It has a built in mechanism for optimum utilization of its infrastructure. The College takes all measures to keep the campus clean and beautiful. The College maintains two gardens and one Botanical garden.

The College has a central library supervised by the Advisory Committee. The College has initiated the process of computerizing the activities in the library. The central library has 29337 books and 14 periodicals and journals. But, the space available for reference and reading is insufficient of the large number of the students visiting the library. Also, the number

Peer Team report on the assessment of Anandaram Dhekial Phookan College, Nagnon, Assam

of textbook titles need to be improved. The library is open on all working days for six and half hours. The total working days for the library are 285.

There is no central computer facility in the College. Only the Physics and Mathematics departments have two computers, in addition to the one in Principal's room.

The College promotes games and sports facilities. There is a playground with basketball, badminton and volleyball courts. This year, one students of the College has been selected to represent India in Arm-twisting championship at Brazil. But, the level of students' participation in games and sports may be improved.

#### Criterion V: Student Support and Progression

The College updates its prospectus regularly and circulates the same to the students at the initiation of the academic session. On an average, 50% of the students appear in the qualifying examination. The dropout rate of the students is also 50%, which is very high. The College has no record of progression of students to higher education. A large number of ulumni are renowned personalities. There are provisions for financial aids to students. There are no employment and placement cells in the College. The teachers participate in academic and personal counseling. There is a career counseling and consultancy cell in this institution. The College has an alumni association. The College also provides recreational and leisure time facilities like indoor and outdoor games, nature and debate clubs, audiovisual facilities etc. The college is yet to develop support services like Health center, Hostels, Book Bank and Internet facilities, for students. The College has grievance redressal cell.

Peer Team report on the assessment of Anandaram Dhekial Phookan College, Nagaon, Assum-



#### Criterion VI: Organization and Management

The over all management of the College lies with the Governing Body (GB). It has an effective internal coordinating and monitoring mechanism for policy formulation, implementation and evaluation. The College has framed a mechanism for internal check of efficiency of the non-teaching staff. The College conducts internal development program for the nonteaching staff. The College has constituted a special Committee for preparation of the academic Calendar. The College has a good organization mechanism for ascertaining the academic efficiency and skills of the students. The College has an internal audit mechanism. It has several welfare programs. It has well framed purchase procedure. It has a standardized budget and expenditure system but the College should develop a good finance record by keeping the system of making payments through vouchers. . These Committees may be allowed more functional freedom, and the procedures may be put to optimum use. The principal takes initiative to look after the regular holding of classes, the presence of the class teachers there in and the attendance and regularity of doing assigned job by the non-teaching staff.

#### Criterion VII: Healthy Practices

The Peer Team noted the following healthy practices in the College.

- The College has a good mechanism for internal quality check in academic and administrative issues.
- The College initiated the process of introducing job-oriented certificate courses
- Teachers from geography and economics departments are advising the government agencies on map-drawing and crosion problems.

Peer Team report on the assessment of Anandaram Dhekia. Phockan College, Nagaon. ∱ssam

- The Alumni is participating in the developmental activity of the College.
- The College facilitates and offers cash reward to promising students
- The students of Chemistry are encouraged to prepare models, which they did a few on their own.
- The Women Study and Welfare Center of the college is engaged in healthy practices of (a) encouraging women of the locality to take up developmental activities related to health and family welfare.
   (b) creating awareness for women empowerment and education through workshops, seminars etc., (c) providing free legal aids and health care services to the distressed women and (d) conducting literacy mission among the illiterate women of the locality.
- The College has also a healthy practice of holding meetings with the neighboring communities for discussing various matters of the community.

#### SECTION III: OVER ALL ANALYSIS

The Peer Team, after validating the Self Study Report (SSR) by visiting the various academic and physical facilities, and interacting with the Governing Body members, Principal, Teaching and Non-teaching staff. Students, Alumni and Parents is inclined to make the following observations. The Peer Team considers that there are a number of features of A D P College that it would wish to commend. Also, the Peer Team would like to bring to the attention of the college certain facts for its immediate consideration.

- The Management, the Principal, Teaching and Non-Teaching staff and Students of the College work in close collaboration for achieving goals and objectives of the College.
- The College offers traditional courses in different streams of Arts and Science
- The Botany department maintains a mushroom cultivation laboratory

Peer Team report on the assessment of Anunduram Dhekial Phoukan College, Nagaon, Assam.



- A teacher of Economics department published more than 500 articles in varied subjects
- The museum in the Zoology department is good and well maintained
- Several teachers are engaged in writing articles and a few published research papers and hooks

The Peer Team recommends the following for the consideration of the College:

- Shift the focus from higher secondary to undergraduate courses.
- Identify the correct reasons for the large dropout rate and initiate remedial measures.
  - Introduce courses in innovative / emerging as well as commerce and vocational streams on self-financing basis.
  - Offer diploma / certificate courses in vocational and job-oriented courses such as fashion designing, mushroom cultivation, biofertilizers, computer applications, tourism management, internal decoration etc. as value addition.
- Encourage the departments to prepare vision plan and a route map for the next five years.
- Identify the reasons for the low success rate and Institutionalize the practice of conducting bridge/remedial courses for slow learners.
  - Increase and improve the infrastructure in the classrooms and laboratories.
- Construct a greenhouse for the henefit of all students.
- Constitute a committee for promoting research culture in the college, and advise the teachers on matters of Research Proposals.
- Improve the library facilities by increasing the number of books, space for reading, computerization, book bank and INFLIBNET.
- o Improve the toilet facilities in the College.

Peer Team report on the assessment of Anandarum Dhekial Phookan College, Nagson, Assam



- Develop the computer culture in a big way by establishing a central computer laboratory with Internet facility for the benefit of students and teachers.
- Register a Parents Association and interact it as often as possible on academic and administrative matters.
- Apply for UGC funds to start a Women Study Center, and establish a Cell for prevention of atrocities on women.
- Establish an Employment and Placement Cell, and develop interlinks with universities, institutions and industries in and around Assam.
- Provide the students with more indoor games facilities and a gymnasium with UGC funds.
- Organize Entrepreneurship programs for students.
- The office staff be trained for computer application in office management and accounting.
- o Involve the Parents and the Alumni in the process of decisionmaking in academic and administrative matters.

The Peer Team records with sincere thanks the cooperation received from the Management, the Principal, the Coordinator, Teaching and Nonteaching staff and Students during their visit. We wish the College and its

community a bright future.

Prof. Ananda Deb Mukhopadhyay

Chairman

I agree with the observations and recommendations made by the Peer Team in the report

> Principal Principal i/c A. D. P. COLLEGE Nagaon (Assam).

Prof. P. S. N. Reddy

Member-Coordinator

Peer Tearn report on the assessment of Anandaram Dhekial Phonkan College, Nagaon, Aysain

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#### **ANNEXURE IV GAUHATI UNIVERSITY AFFILIATION**



# **GAUHATI UNIVERSITY**

Tele: 0361 - 2570 415 (Office) Fax: 91-0361-2700 311 Gopinath Bardoloi Nagar GUWAHATI – 781 014 Assam: India

Date: 04-07-14

No. GU/AFF/14/ 2795
From: **Dr. S.K. Nath,** M.A.,Ph.D.B.Ed,

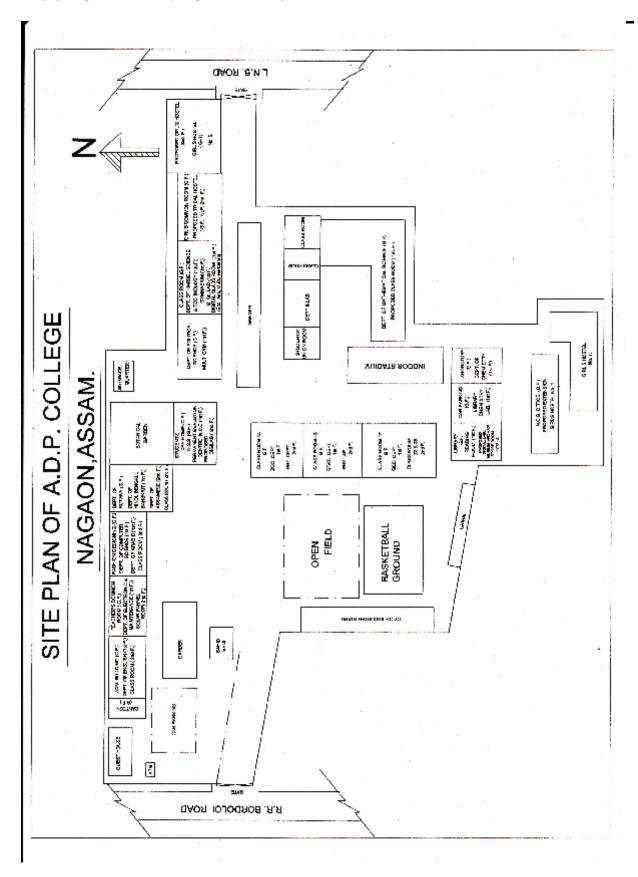
Registrar. Gauhati University

TO WHOM IT MAY CONCERN

This is to certify that A.D.P. College, Nagaon, Dist-Nagaon, Assam is affiliated to the **Gauhati University** since 1965-66 and recognized by the **University Grants Commission** and the following Courses are taught in the said College as per approval.

SI.	Name of the Course(s) and Duration	Affiliat	ion	Period of Validity for the
No.		Permanent	Temporary	year(s)
1.	Three years B.A. General Course English, MIL (Assamese, Bengali), Elective Assamese, Arabic, Sanskrit Economics, Political Science, Histor Education, Mathematics, Geography, Philosophy	Permanent		
2.	Three years B.A. Major Course in Assamese, Arabic, History, Economic Education, Political Science, Sanskrit Geography, Mathematics			
3.	Three years B.Sc. General Course in Physics, Chemistry, Mathematics, Botany, Zoology, Geography	Permanent		
4	Three years B.Sc. General Course in Computer Application, Statistics	Temporary		2013-14
5	Three years B.Sc. Major Course in Mathematics, Geography	Temporary		2013-14
6	Three years B.A. Major Course in Hindi, Philosophy, English	Permitted		2013-14
7	Three years B.A. General Course Alt. English, Fashion Designing, Elective Hindi, MIL-Hindi	Permitted		2013-14
8.	Three years B.Sc. Major Course in Zoology, Chemistry, Botany, Physics	Permitted		2013-14
9.	Three years B.Sc. General Course in BCA, Biotechnology	Permitted		2013-14
10.	Two years P.G. Course in Assamese Herbal Science and Technology	Permitted		2013-14
11.	PGDCA Course	Permitted		2013-14

# ANNEXURE V MASTER PLAN



# ANNEXURE VI LAY OUT OF THE CENTRAL LIBRARY



**Perspective View** 



N.B:- The Library Building is consisted of two Floors. In the modeled representation, the proposed extension of 3rdFloor of the Library has been shown .

# ANNEXURE VII COPIES OF INTERNAL AUDIT REPORTS

e e e	
À.	그리다면 그 이 그들이 그리는 아들은 생생님이 그렇게 하는 것들을 때
124	
,4	발생님 하지도 내용하는 사람들은 마양 사람들이 다 그 때문에 가는 그렇게 하다.
	워크바이에는 그리와 주는 모든 동안의를 잘 하나요? 경우
1	
	То,
	The Principal / Secretary
100	그 그렇게 들어지는 그 아이들은 아이들이 되었다. 그는 아이들이 아이들이 아이들이 아이들이 아이들이 되었다. 그는 그는 그는 그는 그는 그는 그를 하는 것이 없는 것이 없는 것이 없다.
	A.D.P. College
	Nageon (Assam)
	Sub.: Submission of Internal Audit Report from April, 2010 to
	March, 2012.
	Sir,
	With due respect, I have the honour to submit herewith the Internal
	Audit Report from April, 2010 to March, 2012 for favour of your necessary
z	action.
10. 11	
	7-1-
	Enclo.:
	1. Internal Audit Report - 1 set.
	Yours faithfully,
	murull sop a
	mistro 615/13
4	Internal Auditor
	A.D.P. College
	Nagaon (Assam)
	이렇게 되었다. 물이 많은 그 일이 하면 없는 중요 말을 살이 없어야 했다.
	그 사람이 하는 물로 가는 보는 것 같아. 이번째 그리고 있는 것이 없는 것이다.
	그렇게 하다니다. 아이 아이들에 맛을 가라졌다고 생각하고 하는 모든
	하다. 이번 살으로 모르고 살아오면 하고 있는 그렇게 모르다.
	그는 보고는 문화를 하는 것은 범죄가 하는 지었다. 호텔 바로 보고 없다면 하다.
	2 : [2] - [1] - [1] - [1] - [1] - [2] - [
	[12][15 미, MICE PROSECTION LEVEL 10] [12] 12 20 20 20 20 20 20 20 20 20 20 20 20 20

Τợ,

The Principal / Secretary A.D.P. College, Nagaon (Assam)

Sub.:-Submission of Internal Audit Report for the period from April, 2010 to March, 2012 of A.D.P. College, Nagaon (Assam)

Sir,

I have audited the different funds of the College, from April, 2010 to March, 2012 and submitting herewith the Audit Report for favour of your necessary action. Dr. Sarif Uddin Ahmed was the Principal and Secretary of the College during the period of Audit.

The opening balance of the College General Fund as on 1-4-2010 is Rs. 13,43,626.13. The closing balance of the College General Fund as on 31-03-2012 is Rs. 23,57,817.13.

#### Reserve Fund

Certificate No.	Date of Renewal	Amount	Date of Maturity	Value after Maturity
10965667224	12-03-2007	182719.00	12-09-2012	286312.00
10965667268	02-09-2006	28935.00	02-09-2012	35895.00
10965667279	02-09-2006	28935,00	02-09-2012	35895.00
10965667280	02-09-2006	28935,00	02-09-2012	35895.00
Total 4 Nos.		269524,00		393997.00

The opening and closing balance of the different funds are noted below as on 01-04-2010 and 31-03-2012 respectively as per Pass Book.

#### College Development Fund:

Opening balance Rs. 5,67,555.00 as on 1,4,2010 (Union Bank).

Closing balance Rs. 12,667.00 as on 1.4.2010 (Union Bank)

Closing balance Rs. 4,29,580.00 as on 31.3.2012 (Axis Bank)

#### 2. Building Fund:

Opening balance Rs. 2,87,496.56 as on 1.4.2010 (Union Bank)

Closing balance Rs. 29,646.56 as on 31.3.2012 (Union Bank)

Closing balance Rs. 2,47,216.00 as on 31,3,2012 (Axis Bark)

#### Science Laboratory Fund;

Opening balance Rs. 1,24,831.00 as on 1.4.2010 (Union Bank) Closing balance Rs. 5,378.00 as on 31.3.2012 (Allahabad Bank)

#### 4. Casual Admission Fund ;

Opening balance Rs. 5,543.15 as on 1,4,2010 Closing balance Rs. 16,195.15 as on 31.3.2012

#### 5. Electricity Fund:

Opening balance Rs. 1,58,880,00 as or. 1,4,2010 Closing balance Rs. 59,509,00 as on 31,3,2012

#### 6. Music Fund:

Opening balance Rs. 6136.05 as on 1.4.2010 (Union Bank)

Rs. 811.05 as on 31.3.2012 (Union Bank)

Closing balance Rs. 7267.00 as on 31.3.2012 (Allahabad Bank)

#### 7. Library Fund :

Opening balance Rs. 1,76,900.50 as on 1.4.2010 Closing balance Rs. 2,25,869.50 as on 31.3.2012

#### 8. Registration Fund:

Opening balance Rs. 61,450,50 as on 1.4,2010 Closing balance Rs. 1,01,446,50 as on 31.3,2012

### 9. Computer application :

Opening balance Rs. 8,96,810.00 as on 1,4,2010 Closing balance Rs. 13,31,260.00 as on 31,3,2012

#### 10. Common Room Fund :

Opening balance Rs. 1,85,187.50 as on 1.4.2010 Closing balance Rs. 1,53,077.50 as on 33.3.2012

#### 11. Games Fund :

Opening balance Rs. 94,505.00 as on 1.4,2010 Closing balance Rs. 1,56,976.00 as on 31.3,2012

#### 12. Union Fund :

Opening balance Rs. 10,966,50 as on 1.4.2010 Closing balance Rs. 13,111,50 as on 31.3.2012

#### 13. Social Fund:

Opening balance Rs. 9,533.50 as on 1.4.2010 Closing balance Rs. 12,932.50 as on 31.3.2012

#### 14. Students Aid Fund :

Opening balance Rs. 1,61,601.50 as on 1.4.2010 Closing balance Rs. 2,19,606.50 as on 31.3.2012

#### 15. Magazine Fund:

Opening balance Rs. 1,62,995.50 as on 1.4.2010 Closing balance Rs. 2,98,183.50 as on 31.3.2012

#### 16. Faculty Improvement Fund :

Opening balance Rs. 1,09,338.63 as on 1.4.2010 (Union Bank)
Closing balance Rs. 2,93,662.63 as on 31.3.2012 (Union Bank)
Rs. 66,848.85 as on 31.3.2012 (Axis Bank)

#### 17. NAAC Fund:

Opening balance Rs. 3,78,180.00 as on 1.4.2010 Closing balance Rs. 3,64,523.00 as on 31.3.2012

#### 18. Examination Fund :

Opening balance Rs. 2,95,657.50 as on 1.4.2010 Closing balance Rs. 1,30,911.50 as on 31.3.2012

#### 19. Girls Hostel Fund :

Opening balance Rs. 1,21,520,00 as on 1,4,2010 Closing balance Rs. 2,70,548,00 as on 31,3,2012

#### 20. Seminar Fund :

Opening balance Rs. 43,387.33 as on 1.4.2010 Closing balance Rs. 55,134.00 as on 31.3.2012

#### 21. Contingency Fund:

#### Discrepancies in the collection of Fees:

- (1) Book No. 366 from serial No. 36519 to 36532 not found in the collection register. The total Rs. Stands Rs. 6,020.00. (General Fund)
- (2) Book No. 383 from serial No. 38233 to 38235 not found in the collection register. The amount stands Rs. 2,250.00. (General Fund)
- (3) Book No. 584 serial No. 38342 for Rs. 750.00 not found in the collection register.

  (General Fund)
- 3 Book No. 392 from serial 39151 to 39154 not found in the collection register. The total amount stands Rs. 1,900.00 (General Fund)
- (5) Book No. 395, serial No. 39437 for Rs. 1,100,00. The actual figure should be Rs. 700 00 in place of Rs. 1,100,00. So Rs. 400,00 excess deposited. (Bhagyawati Das) (General Fund) The amount should be returned to the person concerned.
- (6) Book No. 396, serial No. 39573 for Rs. 200.00 entered twice in the collection register. So Rs. 200.00 excess deposited in the fund. (Bhagyawati Das) (General Fund) The amount should be refunded to the person concerned.
- (7) On 25-08-2010 an amount of Rs. 2800.00 collected and deposited Rs. 12,800.00 in the Registration Fund. The source of collection of Rs. 10,000.00 not found. The amount deposited from his own source. Later on Rs. 10,000.00 paid to Sri Pabitra Kr. Borah from University Examination Fund on 15.2.2011.
- (8) Rs. 10,000.00 deposited in the University Registration Fund on 25-8-2010 but the amount paid to Sri Pabitra Kr. Berah from University Exemination Fund. This should be corrected.

- (9) Rs. \$,000.00 shown as deposited in Science Laboratory Fund on 9-11-2010. But the amount not found in Pess Book and deposit slip also, (page 159)
- (10) Rs. 750.00 shown as deposited in the Science Laboratory Fund on 24 1 2011 not found in the Pass Book and deposited slip also (page 159)
- (11) Rs. 250.00 shown as deposited in the Science Laboratory Fund on 6-5-2011. But the deposit slip and Pass Book not ascertained the deposit. (page 192)
- (12) Rs. 945.00 collected and deposited on 17-8-2010 in the Music Fund, not found in Pass Book (page 112)
- (13) Rs. 2,205.00 (385.00 ± 1820.00) shown as deposited on 30-7-2010 as per deposit slip but no entry in the Pass Book (page 129 & 131) Music Fund.
- (14) Rs. 2,625.00 shown as deposited in Music Fund on 27-8-2010 but no entry in the Pass Book (page 151)
- (15) Rs. 520.00 shown as deposited in the Seminar Fund not found to the Pass Book (Page 112) & 13 8 40
- (16) The total amount of Rs. 28,060.00 collected as Students Insurance diffing the period of 2016-11 and Rs. 27,780.00 paid to New India Assurance Co. Ltd., Nagaon Branch on 31-8-2010. The balance of Rs. 280.00 remain in hand.
- (17) The total amount of Rs. 29,240.00 collected as Students Insurance during the period of 2011-12 and Rs. 29,226.00 paid to New India Assurance Co. Ltd., Nagaon Branch on 25-8-2611. So Rs. 20,00 remain in hand.
- (18) The total Rs. 33,400.00 collected during the period of 2010-11 but deposited Rs.
   31,300.00. So, Rs. 2,400.00 less deposited in Girls Hostel あられる (2010-12)
- (19) The total collection of Rs. 4,91,200.00 during the period of 2011-12 as per collection Register but deposited Rs. 3,51,100.00. Hence Rs. 50,100.00 less deposited in the Girls Hostel. Perhaps the amount deposited in the next financial year as stated by the collector.
- (20) Rs. 15,000.09 collected and deposited an 14-6-19 not found in the Pass Book. (Library Fund)
- (21) Rs. 12,000.00 collected and deposited on 26-6-2010 not found in the Pass Book. (Library Fund)
- (22) Rs. 8,300.00 collected and deposited on 23-7-2010 not found in the Pass Book. (Library Fund)

#### Vouchers (Electricity Fund)

- Voucher Nos. 5, 6 and 7 for Rs. 6,810.00, 6,594.00 and Rs. 21,765.00 actual payees receipt not found. (Bastern Trade Agency) 2010-2011.
- Voucher Nos. 11 and 12 for Rs. 8,523.00 and Rs. 12,356.00 actual payoes receipt not found. (Eastern Trade Agency) 2010-2011.
- Rs. 14,475.00 Voucher No. 5 paid to Electricity Board, Bill and Receipt not found. 2011-12.
- Voucher Nos. 15, 17, 18, 19, 20 and 21 for Rs. 10,215.00, Rs. 13,647.00, Rs. 13,136.00, Rs. 10,133.00, Rs. 1,373.00 and Rs. 849.00 actual payers receipt not found (Eastern Trade Agency) (Electricity Fund)
- Rs. 13,959.00 voucher No. 26 actual payees not found (Eastern Trade Agency)
   (Electricity Fund)
- Voucher Nes. 27 and 28 for Rs. 59,022,00 and Rs. 9,315,00 actual payees receipt wanted. (Bastern Trude Agency) (Bloctricity Grant).
- Voucher No. 35 for Rs. 21,597.00 paid to A.S.E.B. actual payoes \*\*eccipt wanted.
   (Electricity Fund)
- Voucher No. 45 for Rs. 20,767.00 paid to A.S.E.B. bill and receipt wanted. (Electricity Fund)
- On 7-12-2011 Rs. 15,000,00 paid to Dr. N. Paltanayak paid receipt not found. (NAAC Fund)
- On 21-12-2010 a bill for Rs. 8,125.00 drawn but a bill for Rs. 5,125.00 not found. (Magazine Fund)
- On 17-2-2012 a bill for Rs. 11,938.00 voucher No. 6 not found in the voucher file (Students' Aid Fund)
- 12. An amount of Rs. 1,240.00, dtd. 14.3.2010. Bill and youther not found (Social Fund)
- 13. On 3-4-2010 an amount of Rs. 24,000,00 drawn but youther not found: (Girls Hostel)
- On 29-9-2010 an amount of Rs. 4,130,00 drawn and paid but the receipt not found.
   (College Development Fund)
- On 27-6-2011 an amount of Rs. 3,000.00 paid to Technical member, voucher not found. (College Development Fund)
- Or. 10-8-2011 an amount of Rs. 11,486.00 drawn for Registration of Ştudents of E.S.
   (Arts and Science) but the receipt from H.S. Council not found (Registration Fund)

Contingency Fund could not be checked up for want on Cash Book. The Cash Book
has not been written upto date. The Cash Book from April, 2008 to March, 2012
remain unwritten and vouchers are also not upto date.

#### Observations:

- 1. The total of Cash Book at the end of the month is necessary, which is not done in every month. So I could not be ascertained the actual Cash balance in Cash Book in every month. I have audited twenty two funds including General Fund, but not a single Cash Book found up-to-date total at the end of month. Voucher nos, are also not maintained in normal manner. Voucher nos, are essential in every year which is not done in most of the Cash Books. So this process should be avoided in near future.
- 2. Dacuments and essential papers should be kept in good manner.
- 3. Semetimes it is found that the collection and deposits are not in proper manner. In most of the cases the collected amount are kept in hand for a period of one year. This process should be avoided in future. The collected amount should first entered in the collection register and after this process, the collected amount should be posted in different funds and the date of posting should be written in the collection register.

The College authority should ensure the Cash Book written in every month and put his signature after every month in every Cash Book.

I hope the College authority will go to a prosperous day in near future.

(Md. Abu Suleman, B.A.)

Internal Auditor

A.D.P. College, Nagaon

# Discrepancy Meet for the year 2008-2009, 2009-2010

- (1) On 12.6.09 an amount of Rs. 10,000.00 paid to Savasaria & Company, The payment is actual cheque payment the amount transforred to Mr. Savasaria & Company on his account.
- (2) On 19.8.09 an amount of Rs. 11.862.00 paid to Subbas Ch. Dutta, receive payment submitted.
- (3) On 12.2.10 an amount of R<sub>3</sub>, 2,000.00 paid to Prof. K. Mahela for excursion, receive payment submitted.
- (4) On 2.3.10 an amount of Rs. 18,679.00 was drawn and a bill for Rs. 420.00 paid to Sankar Glass the voucher are submitted.
- (5) On 263,10 an amount of Rs. 7,585.00 paid to Rabul Enterprise the bill is submitted.
- (6) Voucher No. 39 for Rs. 234.00, ct. 26.5.08 money receipt is submitted.
- (7) Voucher No. 40 for Rs. 684.00 maney receipt is submitted.
- (8) On 26.5.08 Voucher No. 52 Rs. 800.00 paid to Assam Tribune, Bill and Receipt will be submitted earlier.
- (9) On 7.7.08, Voucher No. 66 for Rs. 500.00 money receipt is submitted.
- (10) On 7.8.08, Voucher No. 82 for Rs. 3,400.00 paid to Auditor, money receipt is submitted.
- (11) On 3.9.08, Voucher No. 86 for Rs. 679.00 paid to B.S.N.L. now the Cash Book is corrected.
- (12) On 4.9.38, Voucher No. 92 for Rs. 1,00,000.00 paid to Kamakhya Enterprise as advance, receipt payment is submitted.
- (13) On 26.9.08, Voucher No. 94 for Rs. 4,851.00 paid to Assam Tribune, receipt payment will be submitted earlier.
- (14) On 1.10.08, Voucher No. 106 for Rs. 16,901.00 paid to Oriental Insurance Company, payment receipt is submitted.
- (15) On 19.11.08, Voucher No. 117 for Rs. 4,200.00 payment receipt is submitted.
- (16) On 3.2.09 Voucher No. 157 for Rs. 785.00 paid to Rahul Enterprise, payment receipt is submitted.

# Discrepancy meet in the Collection of Fees for the year 2008, 2009 & 2010

- Deposited Rs. 2086.00 in the General Fund on 31-01-2012.
- (2) Refund Rs. 295.00 to Cashier as excess deposited.
- (3) Deposited Rs. 100.00 in the General Fund on 31-01-2012 as less deposited.
- (4) Deposited Rs. 50.00 in the General Fund on 31-01-2012.
- (5) Deposited Rs. 2,565.00 in the General Fund on 31-01-2012.
- (6) Deposited Rs. 700,00 in the General Fund on 31-01-2012.
- (7) Deposited Rs. 3,560,00 in the General Fund on 31-01-2012.
- (8) Refund Rs. 195.00 to cashier as excess deposited.
- (9), (10), (11), (12), (13), (14), (18), (19) & (20) The amount collection in time, but some unavailable circumstances the amount were deposit in delay. In this matter not again in future.
- (15) Rs. 90.00 as excess amount. The amount is refunded.
- (16) Deposited Rs. 2,200.00 in the Bank on 31-01-2012.
- (17) Deposited Rs. 6,000,00 in the Bank 31-01-2012.
- (21) Refund Rs. 100.00 to Cashier as excess deposited.
- (22) Refund Rs. 315.00 to Cashier as excess deposited.

College Development Fund Vouchers:

- On 10.4.08 an amount of Rs. 23,991.00 drawn from bank and paid Rs. 10,123.00 in place of Rs. 10,077.00. So Rs. 46.00 excess paid is refunded.
- (2) On 18.6.08 an amount of Rs. 4,897.00 withdrawn and voucher is submitted.
- (3) On 30,7.08 Rs. 2,000,00 paid to Dilip Medhi-receipt payment submitted.

Computer Application Vouchers:

- (1) On 3.6.08 Rs. 38,961.00 withdrawn from Bank and Rs. 35,900.00 shown as spent for application fees of PGDCA and Computer Application but receipt found for Rs. 33,950.00. So. Rs. 1,950.00 is deposited to bank on 10.07.2008.
- (2) On 9.3.10 for Rs. 8,290.00 bill and receipt is submitted.

Social Fund Vouchers:

- (1) On 28,1.09 an amount of Rs. 18,750.00 with drawn and spent Rs. 18,682.00. So Rs. 68.00 excess drawn and deposited in to the bank on 16.01.2010.
- (2) On 5.9.09 Rs. 10.800.00 drawn from bank bill and yougher are submitted.

Examination Fund Voucher:

 On 31.12.08 an amount of Rs. 7,277.00 withdrawn from bank bill and receipt is submitted (Photo State Bill)

Girls' Hostel Voucher :

 On 12,5,08 an amount of Rs. 10,000,00 paid to Kishori bill and Voucher is submitted.

NAAC fund voucher:

- On 18.9.09 an amount of Rs. 14,310.00 drawn from bank bill and voucher is submitted.
- (2) On 24.12.09 Rs. 7,200.00 withdrawn bill and voucher is submitted.

Contingency Fund vouchers:

Contingency fund's Cash Book and vouchers will submitted earlier.

#### ANNEXURE VIII SYLLABUS OF FASHION DESIGN

# ADP COLLEGE, Syllabus F1-101: Color & Texture A.TEAS What is Color? Amensions of colon. In e. Intensity and value. Colour wheel, and it's various Color Schemes, primary, secondary, territary, cuaternary, secondard, territary, cuaternary, secondard colors, enough should recruitmentary, (E.C., processor diados, achiporatic and manacition affectors in matter and elegiparamos introduct of stress colder schemes Effects of Colors red, hit et green, yellow, change, bink i puque, grey, black, winter to" Anax about and conductors and in the lies Tentors afterming the choice of colours, effect of light, texture, age, size personality conclusion, occasion. PARTIE types of extra as threshold thoughthread complet, thread rothing paper dashing, was middled, was cope, under blade, loaf, flower, outler'ly, lace jute, thumb models like springer, coolage, potate, milon, a buy, lady finger, intercept, falcibles, discrete and eather, dry bors, tesh comit, cloth dabbing end. Test relief outs, use of textures in fashion designing. Depicting textures (e.g., six, sational born, designing). PARTIC birefules of design reactition, gradation, radia, on, dominance, unity, cornery contrast, a one can distance to the time it's importance in congress. - counts of Occient, incorporate Data, Prints, Checks, all mostles, colour, texture, etc. Book recommended: 3.346 No. 100 ES by Marmeet, Sedhin Katvarri Publishers Charles York Lib ary reference: a to Mark South industries that blinds Color Danning 7 by Pride M. Wholen Buckport Publishers FT 102: Drafting & Pattern Making PARLA Standard measurement charts for children. aking resistingnesses. braffling tools has a grain lines Din'time of Nest biodica block of a chied. halling of speces, plain, pulled, flare, leg of mutton, ruffle, too, region, doep shoulder exembette, intip, harky Bushinit Masyar, kimoco Domino, shirred, bell, bighop To string of C-Proc. Type graduating this, the touris, salara, Chemen, French, Steven our, shift, replied, Comore, coat, cowe. PARISE that the of Buty casual weeks, slip and panty, remove that the of finelsy Althe, circular, frack with yeller, fresh with coupling, useful and low-2 3151 Juga Staffing of white gathered herebly gathered two fled, chance (buile, box, inverted, surray. Kirki, straight, a time, beggod, tulip, circular, gored, hundkerchief, hip ricer. tumper 5 asked Acting of Jumps At. + TAKE O the second of the transfer of the second Layou sometical making (174 or 176 scale) for the designed garments Pages patients of all lends of guinnents for childrentship and purity industry. Inoclas, sloids, promote ment sud, sendress) Book recommended: ADPARICED DRAFTING by Mancheot Sodhia Kalgarii Publishers



h . . . . . m. . Basic Processes and Clothing const. by Sharra Dinorgaji Rajj Prakashan Text book of clothing and textiles by bushing Gupta Kalyam Publishers Pattern cutting mode easy by Gilliam Holman Bats ford Garment const. skills by Promiata Malik Kanyam Publishers FT-103: Introduction to Textiles "low chart from fiber to limished fabric Fiber classification Different methods of Goer identification, physical examination, burning lost, chemical - PARTER Properties of natural floors (vegetable and animal) i.e. cotton, linen, wool, silk etc. Properties of Synthetic fibers Le. Polyester, bylon, scrylic, etc. PART-C Bifficent year to matter process i.e. cotton year, weolen, worsted year, synthetic or blender yards blending, evening, clearing, carding, doubling, comping, drawing, invite a firming, your least 5 and 7. Different types of yarna. Fiber quality terplicements for different types of yours and fabrica. lud stria, visita Book recommended: INTPODUCTION TO TEXTRES by XVR Stright Kalyani Publishe's 1 16 Litracy reference. extite- Filter to Fabric by Bernard P. Co Uman McGray Fill. 1.1-104: Fashion Sketching Block lightes against and fashion. there must indicate an allege, and all poses proof, back, sale of Face a calysis femal and feet Centural eyes, note, lios, eac, Causty ex Fleshing of block figures. Lightes in Motion. Draping of different Carments Histoatica of Galliers, holds, Pleates showing folloess in a garment, Mastertion in Textural Techniques importational Designing- insolvations from exclude, seasons, objects, fabrics, toya, signs and compals suppositiones, etc. Visual Studies and rendering effects. Presenting Clothey time: Kids wear and Women work. Otterent Presentation Techniques, collage work, swatch board, front and lock, stylization, rich in replay the balance of the edition of the former than the process states colocus, poster colours, inks, crayons, dry pascels, etc. this ignorflects created due to colour, elements of design and tas con details. Charle a of imposative Fashian Details (Collars, Necklines, Pocketa, Sloeves, waishbucs). curifs, skirts, thousers, yakes, waistlines, etc. Design Terminology commonly used in the fashion industry. Book recommended: Tax and digitization and Presentation by Managet Sochia Katkard Publishers

Faction Scott filteds by Maling Fairchbo.

Parts in Sun on Book by Rathry't Mickelvey Blackwell Science I'm archipeda of fashion details by Patrick John Ireland Bassford & Hoods by Newy Riegelman Pearson Education

Library reference:



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FT-105: Computer Fundamentals
 SECTION A
 hit aduction to Computers

    Compoders in our Lives

    Why study Computer Technology

   Comportance of Computer Literacy
  · Computer in your career ( Computer Knowledge opens doors, Computer Graylics &

    Applications of Computers

    Listary of computers

    Shapper Types of Computers ( Supprecomputers, Mainframe Computers, Maricomputers,

    - Compiler Generations
    Work Jamess, Personal Computers, Variants of Personal Computers
    Abstract : How to information featurology & Information Technology Industry
      Processing Data
      the tages that a treatment and offer a formation above the property of the pro
         that, it measure of computer memory and sturage

    Enesianos dal Compettor, Model (Espata Processo Gaspiel).

    Jow computers process data

         SECTION B
         Particof a Multimedia Personal Computer
         estandware theoriesters

    How hardware make system useful

         and the hardware. (Matheracard, Processor, Marid V, Input devices, ontput devices,

    Trust devices Reydocrd, incose, trackball, Alternate input devices (new Topin Numeris
Come Controllers, Rei Code Readors, Image Scanners, OCRs Murrephones, Video Input.

          Figure Content)

The vices Monagers, its different types. Comparison of victimal spess of monitors, subsection, reflects. PC projectors, Sound Systems, Printers and Caldifferent types, subsection, reflects.

The strong of various types of Printers.

The age Devices, How data is organized on a Magnetic Disk, Magnetic aid age Devices to a magnetic base, name Disks, Magnetic Disks, Tabe Unives, 7 printersh, Optical Monage Devices in the Jack Disks, Magnetic Disks, Tabe Unives, 7 printersh, Optical Monage Devices and CPUs (Projections Content Professing Unit CPU Speed, Different cytes of CPUs (Projection, Carche Memory, Main Memory, Flash Memory (USB Memory Micros)
              - Mechany, Cache Memory, Main Memory, Flash Memory (CSB Memory Stotes)

    Piffgrent Connector Ports, 5lots and Boards.

                40VI. 925

    Explanation of a Computer Software (Need, Definition, Application etc.)

    tage - Experim Profession | Application Suffware and System Software)

                 Conserved to the control of properties and system soleward.

Some use, the control of the control of properties of the above better forms. The action is the control of the
                   Worshows 95 to 98, 11-link, Windows 7000
                    They be Drivers, Applications Software - Common Examines
                    SECTION C
                    introduction to Networks

    Entropies tion to Networks, Head for Networks

                     esternes.

«Moderstanding internet, Physical Structure of Internet, Legical Structure of Internet.
                     · Literan; Consepts, Common softwares, and an interest (Browsers, Email Clients, Web
                     Server S. Comain Marine Servers Browser, Physics)
                     · Estroduction to a Woh Pago and Wen Site, Web Addicas.
                      Computer Security Concerns
- Engineering Segorning Workstations, Vin ( It Antivious
                       Individuation to Computer Graphics
                        · Different Computer Graphic Pley like GIT UNFC NACHAP, PFF etc.
                         · introduction to Computer Graphic Application

    Image Scanner Types, Installation, Basics of Scanners.
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Practical

Using a Personal Computer

- eRecognizing various parts and switches of a PC ft Pempherals
- 15talling and shutting down a Windows PC
- Introduction to Windows
- Hentifying various components of a Window (Desktop, Task Par, Itoms, Start Ment.)
- clising the Mouse
- Introduction to Start Menti, Desstop, Task Bas and levus:
- Creating a text file.
- Using Inc Keyhoard
- · Starting & Closing Computer Application.

- regarding a crossing compacter Reprocedure.

   Creating: Using different types of Computer files like a text files, graphics file, audionates within the conditional file, spreadsheet file, prescribition file att.

   Fundamentals of Data Organization on a PC, Introduction to a File System. Using a Fire System Oreporting a Didye, Creating, Modifying and Transforming Data on different.
- Profitiming site Management operation in Text Mode and Graphics Mode.
- Inv. althog and Uninstalling a Window Bared Application
- Filed in White two Accessories.
- + Osing a World Processing Application
- Using a Spreadsteet Application
- introduction to Network
- Beentifying a Hetwork, Different Structure of Natworks, Metwork i opologies.
   Accessing Resources in a Network.
- Streing Resources in a Network
- Internet.
- Surfrig Ethornet, Emplis, Sending , Receiving and Managing Emplis Address Noves
- Connecter Graphics Creating Simple Computer Graphics
- Recommended Book:
- Poper Mailtain's Extraduction to Compaters Ac. Ed. By Mater Martin 1987†

# FT-106: Communication and Soft Skills

Exemplals of Gramman: Tenses, Parts of Speech, Proctuation, Variability Building, Projection Office Management: Types of Correspondence, Receipt and Dispatch of Mul., Fiting Systems, Unradication of Mail, Bale I function of Correspondence, Mrs. Managing Computer Lette h Resame William Types of College-sound, Christian Amountaines and Emertion, Draftics the Apprentions the ments of schoolse of Presentation Skids, Capturing Data, Voice & Picture Integration. Presentation pages into cance or resolutation acts, Capitaling beta, York or Action to the Advisory of Idelines to the Resentation interesting. Budy Language, Voice Modulation, Auctional Awareness Presentation Tian, Visual Aids, Forms of Layout, Styles of Presentation interviews, Attending the Interview, interview Preparing for the Interviews, Attending the Interview, interview Preparing for the Interviews, Attending the Interview. I derview Process, Employers Expectation. General Elicarde, Dressing Scose, Sustains & Costumes to read the process of the second of the secon hor presentation.)

the content will be evaluated on the basis of

- Itis / from presentation style
- Feddhack of Famility & Students
- General Eligintic
- Proficiency in Letter Drafting / Indeposes Preparation

#### ANNEXURE IX SYLLABUS OF BIO-INFORMATICS

# SYLLABUS FOR BIOINFORMATICS

Theory: Two Papers Practical: One Paper Marks: 150

Marks: 50

# Paper - I

Basic Biology -

45 marks

- Structure of cell membrane, G-Proteins, Signaling of hormones and neurotransmitters. Na/K ATPase.
- Cell Cycle and its regulation. 2.
- Molecular basis of Mutation. 3.

Prokaryotic genome - its organization and structure.

- Prokaryotic gene expression. Operons-positive and negative regulation. Gene 4. 5. regulations.
- Eukaryotic genome-its organization and structure. 6.
- Eukaryotic gene expression, promoter and regulatory sequences. 7.

Carbohydrates and lipids and their importance in cells. 8.

- Proteins-Different structures including Motirs and domains, Ramachandran 9. plot, Proteome and proteomics.
- Nucleic acids Structure of DNA and RNA. RNA Genome. Transcriptome 10. Genomics and Transcriptomics.
- Metabolism of Amino acids (Basics). 11.
- Metabolism of Carbohydrates (Basics). 12.
- Electron Transport Chain. Oxidative phosphorylation and ATP synthesis. 13.
- $\alpha$ ,  $\beta$ ,  $\gamma$ , Oxidation of Fatty Acids. 14.
- Intermediary Metabolism. 15.
- Protein-Protein and Protein Carbohydrate interactions. 16.
- Structure and function of different classes of immunoglobulins. 17.

#### Basic Chemistry -

10 marks

- Concept of pH, pK, Chemical equilibrium. 1
- Chemical forces, Hydrophilic and Hydrophobic interactions, lonic, Covalent 2. and Hydrogen Bonds.
- First and second law of thermodynamics, Entropy, Free energy and Chemical 3. potential. Gibbs' free energy.

# Structure and Technique -

10 marks

- Application of Spectroscopy and X-ray diffraction for determination of bio molecular secondary and tertiary structure, NMR, X-ray Crystallograph.
- Principles of Biophysical technique. Ultracentifugation, Electrophoresis, 2. Chromatography.
- Radioisotopes and their Half lives. Autoradigraphy, Cerenkov radiation, Liquid 3. Scintillation Spectrometry, Mass Spectrometry.



Basic Statistics – 10 marks

- 1. Sampling Techniques. Z\_test, t-Test, Chi-Square Test, Correlation and Regression analysis. Analysis of Variance.
- Data Presentation and characteristics. Probability and Basic Probability Distributions.

#### Paper - 2

Basic Concepts in Computing –

10 marks

- 1. Overview and functions of a computer system.
- 2. Devices of a computer Input / Output, Hard Disk, Magnetic Tape, CD-ROM, DVD, Ports.
- 3. Memory RAM, ROM
- 4. History and generations of Computers.
- 5. Computer Viruses.
- 6. Operating Systems Linux / UNIX, Windows, DOS

Basic Bioinformatics -

20 marks

- 1. Introduction, History, employment Opportunities and Grossary of Bioinformatics.
- 2. Major Bioinformatics Resources NCBI, EBI, ExPASY.
- 3. Sequence and Structure Database -
  - (a) EMBL, DDBJ, GenBank.
  - (b) SWISS-PROT, TrEMBL, PIR
  - (c) Genome Databases Drosophila, C. elagans, A. thaliara, Human
  - (d) Derived Databases Prosite, Pfarm, PRONTS, DALI, CATH.
- 4. Advanced and Specialized Databases COG, KEGG
- 5. Drug Designing and Docking
- 6. Non-Redundant Databases.

Inputational Biology -

20 marks

- 1. Data Mining and Sequence analysis by different tools.
- 2. Phylogenetic Analysis and Tree Building Concepts.
- 3. Application of Bioinformatics in Structural Biology.
- Protein arrays and DNA Microarrays.

Biotechnology -

25 marks

- 1. R.E. and their role in Gene Manipulation, Gene Cloning, Bio informatics Softwares.
- 2. Vectors in Molecular Biology Techniques.
- 3. Application of PCR and DNA sequencing, Primer.
- 4. Construction of gene library.
- 5. Blotting techniques Northern, Southern, Western, Dot-Slot.
- 6. Transgenic Plants and Ammals.
- 7. Genomics and Proteomics.

level

#### Paper - 3

# PRACTICAL

marks 50

- Use of Internet browsing, e-mail etc. 1.
- MS-Office, S/W Basic application of word, Excel, Powerpoint and Access. 2.
- Literature Search from NCBI. 3.
- Retrieval of Nuceleotide sequences and Protein Sequences from NCBI, 4. UNIGENE, SWISSPROT, UNIPROT, EMBL, KEGG.
- Gene Finding from OMIM for any human Disease. 5.
- Protein structure finding from MMDB, PDB and visualization using 6. RASMOL.
- Phylogenetic Tree Construction Use of PHYLIP / CLUSILW. 7.
- Prediction of Post translational Modification of a protein. 8.
- Molecular Docking protein ligand interaction. 9.
- Protein structure prediction. 10.
- Study of Proteins by bioinformatics tools. 11.
- Programming with PERL 12.
- Study of the structure of a Molecule Use of ISIS Draw. 13.

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# ANNEXURE X: SYLLABUS OF ELECTRONIC INSTRUMENTATION AND REPAIRING

	ANANDARAM DHEKIAL PHUKON COLLEGE, NAGAON	E, NAGAON
1	SYLLABUS FOR "ELECTRONIC INSTRUMENTS REPAIR AND MAINTENANCE"	AND MAINTENANCE"
	DURATION OF COURSE:- ONE YEAR.	
NO. OF WEEKS	DF RELATED THEORY	PRACTICAL
-	Introduction with students. Inform the course, syllabus to be Introduction to electronic componants and equipments. Hand covered, and fields of electronic work. Safety precautions tools and their uses. Safety practice. Simple electrical Basics of electricity.	electronic componants and equipments. Hand ir uses. Safety practice. Simple electrical
2	Conductors and insulators. Laws of resistance, OHM's Law, Introduction to various conductors and insulators. Use of Series and parallel circuits. Electrical terms, definitions and Multitester. Verification of OHM's Law, Calculation practice of calculations.	to various conductors and insulators. Use of enfication of OHM's Law. Calculation practice of arallel circuits.
ĸ	Leclanche cell, Lead acid cell and introduction with Ni-Cd Series and parallel connection of battery. Measurement of cell, Alkaline cell etc. Magnetism and electro magnet. AC voltave, current, power etc. Study on bar magnet, electro generator, Compare of AC & DC, advantages & magnet and magnetic field. Study the construction of electric disadvantages.	3d Series and parallel connection of battery. Measurement of NC voltave, current, power etc. Study on bar magnet, electro & magnet and magnetic field. Study the construction of electric bell. Practice electrical works.
4	Three phase, phase angle, advantage of three phase. Observe three phase waves on CRO screen, visit & observe Transmission systems of electricity. Three phase main switch local transformer, obserbe three phase wiring of your college. control. Wiring systems.	ohase waves on CRO screen, visit & observe or, obserbe three phase wiring of your college.
ധ	Various resistors. Four band and five band colour code of introduction to various resistors. Colour code practice, resistor. Importance of power rating. Electric press, types of identification of defective resistor. Study the construction of fillament, auto cut switch.	various resistors. Colour code practice. defective resistor. Study the construction of
ø	ord, timer and auto cut switch. Connection y points.	Practice of cooking in Oven, Toaster, and Griller. Study the construction of OTG, fillament, timer and auto cut switch.
2	Capacitor and capacitance. Various capacitors. 'Related Study the macalculations. Series and parallel connection of capacitors. Series and parallel connection of capacitors.	Related Study the make, type, value and ratings of various tors. capacitors. Series and parallel connection of capacitor.
68	Inductance and inductor, Skin effect, reardance, copper Introduction to various coils used in electronic apparatus, rasistance, impedance. RC circuit, RL circuit, LC circuit, Study the effect of coil. Study moving iron meter, moving coil Resonance circuit. Principle of analog meter, moving iron meter Study resonance circuit.	various coils used in electronic apparatus. of coil. Study moving iron meter, moving coil sonance circuit.

0,7	AC motor, DC motor, Systems of mixer and grinder. Stuc	Study AC motor, DC motor Structure of mixer / grinder.
<del></del>	rrent and rmer.	Study various transformers, measure transformer input / output voltage. Study auto transformer.
12	Semiconductor materials, doping, P-type, N-type, PN junction Testing of diode. Observe the wave shape on CRO screen. diode, direction of electron movements, half wave Assemble a simple power supply Unit. Use zener diode. rectification, full wave rectification, bridge rectification. Filter circuits, Zener diode.	nction Testing of diode. Observe the wave shape on CRO screen, wave Assemble a simple power supply Unit. Use zener diode. Filter
13	PNP transistor, NPN transistor, Biasing principle of PNP and Testing procedure of transistor. Fabricate transistor amplifier NPN transistor, Amplification, Ic-Ib Characteristic curve of a circuit. Test the input and output waves. Study other amplifier transistor, Classification of amplification. Three circuits. Study frequency response of an amplifier. configurations of transistor.	P and Testing procedure of transistor. Fabricate transistor amplifier e of a circuit. Test the input and output waves. Study other amplifier Three circuits, Study frequency response of an amplifier.
7	Output amplifier circuits. PA amplifier. Idea of operational Studiamplifier.	amplifier, Idea of operational Study or assemble Push-Puli amplifier, Complementary symmetry circuit amplifier. Study PA amplifier & practice how to match the output impedance.
15	System of voltage stabilizer, manual, automatic, auto cut Study system.	auto cut Study voltage stabilizer, manual, automatic with auto cut system.
1617	Oscillation, oscillator circuit, phase shift oscillator, astable Assemble all the multivibrator oscillator, monostable multivibrator oscillator, various crystals, bistable multivibrator oscillator, crystal oscillator.	oscillator circuit, phase shift oscillator, astable Assemble all the multivibrator circuits and test. Introduce to roscillator, monostable multivibrator oscillator, various crystals. tivibrator oscillator, crystal oscillator.
18	Introduction to Integrated circuit (IC), Common ICs and Assemble IC base circuits, circuits. Advantage and disadvantage of ICs. Methods of find measurement of pin voltages out the defective IC.	emble IC base circuits. Identification of IC pins and issurement of pin voltages.
19	All systems of tape recorder. Stereo decks.	Study all sections of tape recorder. Study stereo decks.
20	Regulated DC power supply. SMPS.	Assemble regulated DC power supply Study SMPS circuit.
21-22-23	Binary number, octal number, hexa Concepts of digital and analog waves. Itables, Flip-Flops, Resister and coun EPROM, EEPROM.	decimal number. Practice number systems, fabricate simple circuits, use of Digital gates, truth digital Ics. ter. RAM, ROM,
24	Uninterruptable power supply, off line UPS, on line UPS. Stud	Study and repair UPS.
25-26		FM Study FM / AM transmission and reception system, assemble simple receivers.

27-28	Systems of electronic exchange, difference between mobile Study all systems of mobile phone, and cell phone, cell area, simple block of mobile phone, difference between land line and mobile phone, charging system, antenna system, vibration system, sound system, memory system.	Study all systems of mobile phone.
59	infra red system, blue tooth system, mobile software for computer and data transfering.	blue tooth system, mobile software for Study and repairing practice. Study various data cables. Use transfering.
30-31	Systems of CD & DVD, rotation motor, stepper motor, leser system.	Systems of CD & DVD, rotation motor, stepper motor, leser Repairing practice of CD player and DVD player, replace of system.
32	Cathode ray tube, deflection systems, block diagrams of electronic circuit, basic figures.	of Observe and study CRT, pin voltages, risk of EHT, wave study using CRO.
33	Waves applied for diffection, progressive scanning. Interlaced scanning, quality difference between TV picture and monitor picture.	
34	Concept of colour, systems of colour screen.	Experiment on colour, using colour glasses and circular colour board etc.
35-36	Generations of computer, basics of computer, block diagram of computer system, input and output devices,	Generations of computer, basics of computer, block diagram Identification and using different input and output devices, of computer system, input and output devices, with their suitable cord, connectors, cables and ports. Connection practice of different cables, cords etc.
37-38	Booting of computer, relation of hardware and software, system software and application software, Function of system software, intepreter, compiler and assembler.	Booting of computer, relation of hardware and software, Key board practice. Booting practice of the computer in DOS system software and application software, Function of and Windows environment. DOS commands practice. System software, intepreter, compiler and assembler.  Practice Windows operating system. Introduction to different softwares.
39-40	Introduction to computer processor. Basics of mother board, Identify the various sections of mother board. Handling various functions of mother board, varities of mother board, practice of mother board, RAM card, add on card or any facilities, speed, cache memory, bus systems, different slots, connections where no risk of any damage. PCI slots, RAM slots.	Introduction to computer processor. Basics of mother board, Identify the various sections of mother board. Handling various functions of mother board, varities of mother board, practice of mother board, RAM card, add on card or any facilities, speed, cache memory, bus systems, different slots, connections where no risk of any damage. PCI slots, RAM slots.
4	Systems of add on cards, TV card, sound card, graphic card, Practice the installation of different cards and use, video card, LAN card, internal modem.	Practice the installation of different cards and use.
42-43	Storage devices, floppy drive, ZIP drive, CD drive, combo drive, DVD drive, pen drive, hard disc drive.	CD drive, combo Study different drives used in computer, installation of different drives in the computer. Use of switch cleaner, lens cleaner, general cleaning agent, vacuum cleaner and blower.
44	Various software installation procedures	Simple use of various softwares.

45	Prepare of material list for assemble a PC, Collection of Assemble of PC, knowledge from various sources for assemble a PC.	f P.C.
46	Possibilities of various troubles in a PC, procedures of solve Repair or solve any troubles in a PC or repair.	alve any troubles in a PC.
47	Revision of previous lessons.	Practice of course related works.
	Final Examination	
	The End	

#### ANNEXURE XI: SYLLABUS OF M.SC. IN HERBAL SCIENCE AND TECHNOLOGY



# **Syllabus**

on

# M. Sc. in Herbal Science and Technology

Duration: Two years
Effective from 2013-2014

A. D. P. COLLEGE HAIBORGAON, NAGAON, ASSAM

# Course Structure M. Sc. Herbal Science and Technology

		Donor codo	TITLE OF TOPICS	Univer	sity Examin	
Semester		Paper code No.	THE OF TOTAL	Total Marks	Total Credits	Credit Hr/Wee k
		HST-101	INTRODUCTION TO HERBAL SCIENCE	100	6	6
	THEORY	HST-102	CULTIVATION AND POST HARVEST MANAGEMENT OF MEDICINAL PLANTS	100	6	6
	THEOR	HST-103	MICROBIOLOGY and IMMUNOLOGY	100	6	6
I		HSTP 104	PRACTICALS:&POST HARVEST	100	6	12
	-	11011 101	MANAGEMENT OF MEDICINAL PLANTS	3.3320	6	12
	PRACTICAL	HSTP 105	MICROBIOLOGY and IMMUNOLOGY	100	6	
		HST-201	PHARMACOGNOSY AND PHYTO PHARMACEUTICAL CHEMISTRY	100	6	6
	THEORY	HST-202	PHARMOCOLOGY	100	6	6
II		HST-203	TOXICOLOGY AND HARMACOKINETICS	100	6	6
11	DD 4 CTICAL	HSTP 204	PHARMACOGNOSY AND PHYTOPHARMACEUTICAL CHEMISTRY	100	6	12
	PRACTICAL	HST P 205	PHARMOCOLOGY , TOXICOLOGY AND PHARMACOKINETICS	100	6	12
		HST 301	COMMERCIAL ASPECTS IN HERBAL SCIENCE	100	6	6
		HST 302	PHYTOCONSTITUENTS	100	6	6
	THEORY	HST 303	ADVANCED ANALYTICAL TECHNIQUES & BIOSTATISTICS	100	6	6
III		HSTP 304	COMMERCIAL ASPECTS IN HERBAL SCIENCE	100	6	12
	PRACTICAL	HSTP 305	PHYTOCONSTITUENTS AND BIOSTATISTICS	100	6	12
		HST 401	GENOMICS, PROTEOMICS AND BIOINFORMATICS	100	6	6
IV	THEORY	HST 402	AGROTECHNNOLOGY AND PLANT TISSUE CULTURE TECHNIQUES	100	6	6
	THEORY	HST 403	ETHNOMEDICINES,BIO PROSPECTING OF INDIGENIOUS MEDICINAL PLANTS AND CONSERVATION	100	6	6
	PROJECT	HSTP404	PROJECT WORK	200	12	30
			TOTAL	2000	120	17-

# THE CONSTITUTION OF ADP COLLEGE STUDENTS' UNION

#### Preamble:

With a view to developing leadership qualities and healthy competition in sports, games and cultural activities as well as a spirit of unity and fraternity amongst the students, the Students' Union will be organised as described hereunder and the same will function under direct guidance and supervision of the teachers of ADP College, Nagaon (Assam)

#### Title:

The Union will be called as the ADP College Students' Union.

#### Aim and objectives:

- (1) To promote consciousness among the students of the College of the events taking place around them with the view to better equipping them as responsible and educated citizens and to build up healthy students activities.
- (2) To promote the social, cultural and intellectual developments of the
- (3) To promote mutual contact, a democratic outlook and a spirit of oneness among the students.
- (4) To promote among the students a sense of service to the people and duty towards the state.
- (5) To develop leadership quality.

#### **Activities:**

The Union may organize the following activities:

- (1) Publication of magazines, bulletin and wall magazine.
- (2) Cultural performance and contest.
- (3) Debates, lectures, discussions, study circle, study tour / excursion etc.
- (4) Indoor and Outdoor games.
- (5) Social Service and Social Relief activities.

Contd. to Page.... 2

(6) Organize Poor Fund and Book Bank to help needy students.

(7) To co-operate with the College authority to promote academic environment.

#### Portfolios:

(1) Vice-President : Reserved for BA/B.Sc/BCA 5th Semester.

(2) General Secretary : Reserved for BA/B.Sc/BCA 3rd Semester.

(3) Asstt. Gen. Secy. : Reserved for BA/B.Sc/BCA 1st & 3rd Semester.

(4) Secretary, Music : Reserved for BA/B.Sc/BCA 1st & 3rd Semester.

(5) Asstt. Secy., Music : Reserved for BA/B.Sc/BCA 1st & 3rd Semester.

(6) Secretary, Cultural : Reserved for BA/B.Sc/BCA 1st & 3rd Semester.

(7) Asstt. Secy., Cultural: Reserved for BA/B.Sc/BCA 1st & 3rd Semester.

(8) Secy., Debate &

Symposium : Reserved for BA/B.Sc/BCA 1st & 3rd Semester.

(9) Secy., Literary & Magazine

: Reserved for BA/B.Sc/BCA 1st & 3rd Semester.

(10) Secy., Games &

Sports (Outdoor) : Reserved for BA/B.Sc/BCA 1st & 3rd Semester.

(11) Secy., Games &

Sports (Intdoor) : Reserved for BA/B.Sc/BCA 1st & 3rd Semester.

(12) Secy., Gymnasium

: Reserved for BA/B.Sc/BCA 1st & 3rd Semester.

(13) Secy., Students'

Aid Fund

: Reserved for BA/B.Sc/BCA 1st & 3rd Semester.

(14) Secy., Social

Service

: Reserved for BA/B.Sc/BCA 1st & 3rd Semester.

(15) Secy., Boys'

Common Room

: Do, for a male student.

(16) Secy., Girls'

Common Room

: Do, for a female student.

#### Constituent of Students' Union / Executive Committee:

- (1) The Principal of the College shall be the President of the Union.
- (2) The Vice-Principal of the College will be the Working President of the Union.
- (3) The office bearers of the Students' Union will be recruited through Election or Selection.
- (4) The Principal will appoint Profs.-In-Charge against different portfolios to advice the office bearers.

Contd. to Page.... 3

#### Functions:

- (1) The Principal cum President of the Union will preside over the Union meetings.
- (2) The Vice-Principal cum Working President of the Union will preside over the meetings if the President authorises the former to do so.
- (3) The General Secretary shall be responsible to execute the decisions of the Union. He shall record the proceeding of the meetings.
- (4) The Assistant General Secretary shall perform the functions of the General Secretary if the latter remains absent and shall also perform such other functions as may be assigned to him by the President.

#### Tenure:

The tenure of the Students' Union will be of one year. This will be effective from the day of oath taking of the Union concerned.

#### Fund:

- (1) The Fund of the Union shall be kept in a separate account with the college and shall be known as ADP College union Fund.
- (2) After the formation of Union the office bearers shall frame budgets for running various activities of the Students' Union. The budget will be sanctioned by the President after consultation with the respective office bearer.
- (3) Every student of the College shall pay ...... as annual fees to Union Fund which will be collected along with the fees collected at the time of admission.

# Removal / Disqualification for office bearers:

An office bearer shall cease to be a member of the Union (i) if he / she ceases to be a student of the College, (ii) resigns his / her portfolio, (iii) doesn't attend three consecutive meetings.

An office bearer may be removed from his / her portfolio (i) if more than half of the genuine voters desire so and request in writing the Principal to remove him / her on the ground of valid reason; the reason to be authenticated by the authority, (ii) if he / she is convicted by law, (iii) on ground of moral terpitude to be decided by the College authority, (iv) on proven financial misconduct, (v) on any act of omission or commission bringing ill reputation to the name and honour of the College, (vi) any of his / her act that the Disciplinary Committee, after giving him / her natural justice comes to the conclusion that he / she is guilty of misconduct.